



THE CITY OF JACKSONVILLE

**JACKSONVILLE CITY COUNCIL MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, FEBRUARY 14, 2023
6:00 PM**

***5:15 PM CLOSED EXECUTIVE SESSION CITY HALL EXECUTIVE CONFERENCE ROOM**

**Randy Gorham, Mayor
Rob Gowin, Mayor Pro-tem - District 4
Hubert Robinson - District 1
Mindy Gellock – District 2
Tim McRae –District 3**

-
- 1. 5:15 PM CLOSED EXECUTIVE SESSION CITY HALL CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER TEXAS GOVERNMENT CODE SECTION:
 - A. 551.071 CONSULT CITY ATTORNEY**
 - B. 551.072 REAL PROPERTY****
 - 2. CALL TO ORDER**
 - 3. INVOCATION**
 - 4. PLEDGE OF ALLEGIANCE US & TEXAS FLAGS**
 - 5. SPECIAL PRESENTATION –
 - A. EMPLOYER OF THE MONTH PRESENTED BY JEDCO PRESIDENT SHANE PACE - FAMILY FIRST CLINIC & URGENT CARE****
 - 6. PRESENTATION OF THE RACIAL PROFILING REPORT BY POLICE CHIEF JOE WILLIAMS**
 - 7. CITIZEN PARTICIPATION**
 - 8. CONSENT AGENDA - ITEMS UNDER CONSENT AGENDA REQUIRE LITTLE OR NO DELIBERATIONS BY COUNCIL. APPROVAL OF CONSENT AGENDA AUTHORIZES THE CITY MANAGER OR HIS DESIGNEES TO PROCEED WITH CONCLUSION OF EACH ITEM IN ACCORDANCE WITH STAFF RECOMMENDATION
 - A. MINUTES APPROVAL - JANUARY 10, 2023 REGULAR COUNCIL MEETING; FEBRUARY 9, 2023 AGENDA WORKSHOP**
 - B. APPROVE THE REQUESTED STREET CLOSURE FOR THE FLAMIN J BBQ COOKOFF**
 - C. APPROVE A RESOLUTION CALLING FOR A MAY 6, 2023 ELECTION FOR THE POSITIONS OF MAYOR, DISTRICT 1 AND DISTRICT 3 OF THE JACKSONVILLE CITY COUNCIL**
 - D. APPROVE A JOINT ELECTION AGREEMENT BETWEEN THE CITY OF JACKSONVILLE AND JACKSONVILLE INDEPENDENT SCHOOL DISTRICT**
 - E. APPROVE A CONTRACT WITH THE CHEROKEE COUNTY ELECTIONS OFFICE FOR ELECTION SERVICES**
 - F. APPROVE A RESOLUTION AWARDED AN ENGINEERING SERVICES CONTRACT TO STOKES AND ASSOCIATES FOR PROJECT RELATED SERVICES AS PART OF THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FOR IDENTIFIED SANITARY SEWER PROJECTS**
 - G. APPROVE A RESOLUTION AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM****



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- 9. ANY ACTION OUT OF EXECUTIVE SESSION IF NECESSARY**
- 10. DISCUSS AND CONSIDER WITH POSSIBLE ACTION GRANTING TWO REQUESTED VARIANCES AT LAKE JACKSONVILLE FOR BOATHOUSE CONSTRUCTION AT 110 CR 3107**
- 11. A) PUBLIC HEARING - HEAR AND RECEIVE INPUT REGARDING A REQUESTED SPECIAL USE PERMIT FOR 1521 E. RUSK TO ALLOW FOR AN ASSISTED LIVING FACILITY
B) DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE GRANTING THE REQUESTED SPECIAL USE PERMIT**
- 12. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE MODIFYING THE CITY OF JACKSONVILLE SIGN REGULATIONS**
- 13. DISCUSS AND CONSIDER WITH POSSIBLE ACTION APPROVING AN ORDINANCE MODIFYING THE DEVELOPMENT SERVICES FEE SCHEDULE**
- 14. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN INTERLOCAL AGREEMENT WITH CHEROKEE COUNTY REGARDING SUBDIVISION REGULATION IN THE ETJ**
- 15. DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN INTERLOCAL AGREEMENT WITH CHEROKEE COUNTY FOR INMATE SERVICES**
- 16. DISCUSS AND CONSIDER WITH POSSIBLE ACTION THE BUDGETED PURCHASE OF A BACKHOE**
- 17. DISCUSS AND CONSIDER WITH POSSIBLE ACTION NEW SOCIAL MEDIA POLICIES FOR EMPLOYEES**
- 18. DISCUSS AND CONSIDER WITH POSSIBLE ACTION UPDATING SECTION I – GENERAL POLICIES 1.01 AUTHORITY 1.04 APPLICABILITY OF PERSONNEL POLICIES, 1.08 UNLAWFUL HARASSMENT, 1.09 COMPLAINT PROCEDURE, 1.10 INVESTIGATION OF COMPLAINTS DISCRIMINATION, HARASSMENT, 1.11 PERSONS WITH DISABILITIES, 1.12 POLICY CHANGES AND EMPLOYEE SUGGESTIONS AND SECTION IX- HEALTH AND SAFETY 9.03 WEAPONS POLICY**
- 19. DISCUSS AND CONSIDER WITH POSSIBLE ACTION A POSSIBLE AWARD OF A CONTRACT TO REPAIR A DAMAGED SEWER MAIN**
- 20. OPEN FORUM FOR MAYOR AND COUNCIL**
- 21. CITY MANAGER REPORT**
- 22. ADJOURN**

Posted this the 10th day of February 2023.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

**_____
Greg Lowe, City Clerk**

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devices); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the



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American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>6.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>JOE WILLIAMS, POLICE CHIEF</u>	EXHIBITS:	<u>2022 Racial Profiling Report</u>

EXECUTIVE SUMMARY:

This presentation is our annual racial profiling and analysis. This is a legislative requirement to be submitted to the local governing body and the Texas Commission of Law Enforcement (TCOLE). Our traffic stop data was compared to demographic statistics provided by DPS. Based on the data, It is apparent our police officers are not acting in any manner that is inconsistent with the law or our policies.

RECOMMENDED ACTION:

No action required.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☒	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

Texas Occupations Code 1701.164 specifies that TCOLE collects incident-based data in accordance with the Code of Criminal Procedure Article 2.131 – 2.138 . Chief administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to their governing body, as well as TCOLE.



JACKSONVILLE POLICE DEPARTMENT

911 S. Bolton Street
Jacksonville, Texas 75766

903.586.2549

January 19, 2023

2022 Racial Profiling Analysis of Traffic Stops Conducted

The Texas Code of Criminal Procedures 2.131 requires law enforcement agencies that conduct traffic stops report the number of contacts and the racial / ethnic background of those drivers stopped. The law enforcement agency must report the statistics to the Texas Commission on Law Enforcement and the local governing body prior to March 1st of each year. Beginning in 2021, it is required for an analysis of the traffic stop statistics compared to the local population to insure the absence of bias.

On January 3, 2023 I submitted an open records request with the Texas Department of Public Safety (DPS) for a racial / ethnic breakdown of all persons with a Texas driver's license with the zip code of 75766. I received limited data from DPS on January 18, 2023 with an explanation that they are currently not capable of reporting the "Hispanic" ethnicity due to the merging of numerous data bases the state maintains. There is a category defined as "Other" on the data provided that I surmise is likely comprised of persons of "Hispanic" heritage.

I've utilized the data provided by DPS to compare the number of stops on white drivers compared to other races or ethnicities. The comparative data I am using is:

- There are 31,522 persons with driver's licenses utilizing the 75766 zip code.
- Males comprise 52.2% of licensed drivers. Females are 47.8%.
- White drivers are 76% of licensees. Black drivers are 15.1%, while "Other" consists of 2,366 drivers or 7.5% of the licensed population in our zip code.
- Asian and American Indian/Pacific Islander represent 0.86% of drivers.

The Jacksonville Police Department conducted 3,136 traffic stops in 2022. I have compared the data from these traffic stops to our driver's license data to see if bias exists.

- White drivers were stopped 58.2% of the time. Black drivers were stopped 20.8% of the time, while "Other" was 21%.

- Those drivers that were stopped were subjected to searches of their persons or vehicles on 7% of all stops. Whites were searched 3.0%, Blacks were searched 2.39% and "Others" at a rate of 1.53% of all stops.

Attached is a report generated from the TCLEDDS website for all of our traffic stops conducted in 2022. These statistics were reported to TCOLE and made available to the public on their website.

The Jacksonville Police Department is an Accredited Police Department by the Texas Police Chief's Association. Many of the standards the department met to achieve the accreditation status are centered around policies and practices to insure, and prevent, bias-based policing. All employees are aware of the policies and practices and receive training throughout the year regarding bias-based policing.

I have studied the data very extensively and do not believe the department to be engaged in bias-based policing practices. These statistics mirror other cities I have worked in, and nothing stands out to me as a concern. In 2022, we did not receive any complaints alleging bias following a traffic stop.

If you, or anyone else, have any questions, please let me know.



Joe Williams, Chief of Police

Racial Profiling Report | Full

Agency Name: JACKSONVILLE POLICE DEPT.
Reporting Date: 01/10/2023
TCOLE Agency Number: 073202

Chief Administrator: JOSEPH W. WILLIAMS

Agency Contact Information:
Phone: (903) 586-2549
Email: joe.williams@jacksonvilletx.org

Mailing Address:
911 S BOLTON ST
JACKSONVILLE, TX 75766-2905

This Agency filed a full report

JACKSONVILLE POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the JACKSONVILLE POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the JACKSONVILLE POLICE DEPT. if the individual believes that a peace officer employed by the JACKSONVILLE POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the JACKSONVILLE POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the JACKSONVILLE POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The JACKSONVILLE POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article

2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: JOSEPH W. WILLIAMS
Chief of Police

Date: 01/10/2023

Total stops: 3136

Street address or approximate location of the stop

City street	989
US highway	1671
County road	15
State highway	111
Private property or other	350

Was race or ethnicity known prior to stop?

Yes	12
No	3124

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	652
White	1825
Hispanic / Latino	659

Gender

Female	1279
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	279
White	758
Hispanic / Latino	221
Male	1857
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	373
White	1046
Hispanic / Latino	438

Reason for stop?

Violation of law	76
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	22
White	36

Hispanic / Latino	15
Preexisting knowledge	8
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	1
Hispanic / Latino	3
Moving traffic violation	2292
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	464
White	1288
Hispanic / Latino	466
Vehicle traffic violation	760
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	162
White	410
Hispanic / Latino	175
Was a search conducted?	
Yes	220
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	75
White	94
Hispanic / Latino	48
No	2916
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	577
White	1641
Hispanic / Latino	611
Reason for Search?	
Consent	82
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	17
White	46

Hispanic / Latino	17
Contraband	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	3
Hispanic / Latino	0
Probable	112
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	50
White	36
Hispanic / Latino	25
Inventory	14
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	7
Hispanic / Latino	5
Incident to arrest	7
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	2
Hispanic / Latino	1

Was Contraband discovered?

Yes	108
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	33
White	46
Hispanic / Latino	28
No	112
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	40
White	49
Hispanic / Latino	21

Did the finding result in arrest?
(total should equal previous column)

Yes	0	No	0
Yes	0	No	0
Yes	7	No	26
Yes	20	No	26
Yes	14	No	14

Description of contraband	
Drugs	93
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	27
White	41
Hispanic / Latino	24
Weapons	6
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	0
Hispanic / Latino	2
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	12
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	4
Hispanic / Latino	4
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	2
Hispanic / Latino	1
Result of the stop	
Verbal warning	23

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	14
Hispanic / Latino	6
Written warning	1933
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	410
White	1082
Hispanic / Latino	373
Citation	1078
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	216
White	590
Hispanic / Latino	272
Written warning and arrest	42
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	6
White	25
Hispanic / Latino	10
Citation and arrest	52
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	16
White	21
Hispanic / Latino	15
Arrest	8
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	4
Arrest based on	
Violation of Penal Code	56
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	12
White	26
Hispanic / Latino	18
Violation of Traffic Law	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	2
Hispanic / Latino	2
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	41
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	15
White	16
Hispanic / Latino	9

Was physical force resulting in bodily injury used during stop?

Yes	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	1
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	3
Officer	0
Both	0
No	3133
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	650
White	1734
Hispanic / Latino	659

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	☒
Use Department's submitted analysis	☐

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001
512/424-2000

www.dps.texas.gov



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DIRECTOR
FREEMAN F. MARTIN
DWIGHT D. MATHIS
JEFF WILLIAMS
DEPUTY DIRECTORS



COMMISSION
STEVEN P. MACH, CHAIRMAN
NELDA L. BLAIR
STEVE H. STODGHILL
DALE WAINWRIGHT

January 18, 2023

Jacksonville Police Department
Attn: Chief of Police J. W. Williams
911 S Bolton Street
Jacksonville, TX 75766

Dear Chief Williams:

The Department has received your agency's request for driver record information to assist you in complying with the requirements of Code of Criminal Procedures §2.131. This report was generated in January 2023. The report reflects the race demographics by county and zip code for all driver license records on the date the report was generated. For all future requests, you must specifically indicate each zip code and/or county for which you want information.

Data provided in this report is derived from the race codes maintained in the Department's driver record file. Race codes are established for the purpose of driver license issuance and include Black, White, Indian, Asian, Hispanic and Other. According to the Texas Law Enforcement Manual §02.10.04 (1a), "Other" is to be used for those of "mixed" races/backgrounds who refuse to accept any of these classifications, or for other unusual situations.

Driver Record information is exempted from release under the Open Records Act and provides that information relating to an individual's driver license can be released only in accordance with Chapter 730 of the Texas Transportation Code (TRC). This statute allows the release of driver record information to a government law enforcement entity. Further, TRC §521.049(c) provides the authority to release information in a class-type listing to a government entity. However, the Department is prevented from releasing class-type listings to nongovernmental entities under TRC §521.051.

The Department understands that the intended use of the requested information could lead to its release in an open government forum or a required report. However, the Department is not waiving any exceptions to disclosure under the Open Records Act by providing this report. In addition, due to restrictions related to providing class-type listings to nongovernmental entities, the Department requests that your agency refrain from disseminating this document. If we may be of further service, please contact the Driver Record Section at (512) 424-2032.

Sincerely,

Gayatri Vasan, Manager

EQUAL OPPORTUNITY EMPLOYER
COURTESY • SERVICE • PROTECTION

		AMERICAN INDIAN/ALASKAN NATIVE	ASIAN/PACIFIC ISLANDER	BLACK	WHITE	OTHER	HISPANIC	ALL RACES
75766								
	MALE	106	130	2,462	12,489	1,278		16,465
	FEMALE	91	142	2,275	11,461	1,088		15,057
	ALL	197	272	4737	23950	2366	4376	31522



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.A.</u>
DEPARTMENT:	<u>Council and Board</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>January 10, 2023 City Council Meeting Minutes, February 9, 2023 Agenda Workshop</u>

EXECUTIVE SUMMARY:

THESE ARE THE MINUTES FOR THE JANUARY 10, 2023 REGULAR COUNCIL MEETING AND THE FEBRUARY 9, 2023 AGENDA WORKSHOP. THE COUNCIL APPROVES THE MINUTES OF ALL THEIR MEETINGS.

RECOMMENDED ACTION:

Approve the minutes.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	2.1 Code compliance and updates	3.1 Maintain a well-trained professional workforce	4.1 Assess the condition of infrastructure	5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	2.2 Parks, recreation, and community building	3.2 Proactively seek process improvements	4.2 Strengthen routine maintenance programs	5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	2.3 Community policing and crime prevention	3.3 Ensure financial stability and stewardship	4.3 Adopt a capital improvement program	5.3 Disasters and emergencies
1.4 Ensure value of services	2.4 Preserve and revitalize existing neighborhoods	3.4 Pursue partnerships and grants	4.4 Protect natural resources	5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				

**JACKSONVILLE CITY COUNCIL MEETING
TUESDAY, JANUARY 10, 2023
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
6:00 PM**

Meeting Items

**5:15 PM CLOSED EXECUTIVE SESSION CITY HALL
CONFERENCE ROOM-PER OPEN MEETINGS ACT-PER
TEXAS GOVERNMENT CODE SECTION:**

551.071 CONSULT CITY ATTORNEY

551.072 REAL PROPERTY

**551.074 PERSONNEL MATTERS - MUNICIPAL COURT
JUDGE FRANK DOBROVOLNY**

**551.087 DELIBERATIONS REGARDING ECONOMIC
DEVELOPMENT NEGOTIATIONS**

CALL TO ORDER

Mayor Randy Gorham 6:08 pm.

INVOCATION

John Atkinson of The People's Church.

PLEDGE OF ALLEGIANCE US & TEXAS FLAGS

**Mayor Randy Gorham led everyone in the pledges to the
United States and Texas flags.**

SPECIAL PRESENTATION –

**RECOGNITION OF THE SESQUICENTENNIAL
COMMITTEE**

**Mayor Randy Gorham presented all the committee members
with their appreciation certificates and unveiled a statue of
two children that will be placed in Hazel Tilton Park in
recognition of the committee's work on the sesquicentennial.
Mr. Sam Hopkins commented on the number of children
who came and played all day at the sesquicentennial. Mrs.
Kathleen Stanfill said Mrs. Tracy Wallace's nephew had
attended the time capsule burial and had committed to
attending the removal of the capsule in fifty years. Mrs.
Stanfill said she would think of him when she looks at the
statue of the two small children. Mrs. Charlie Esco thanked
the council for the opportunity to serve on the committee.**

**RECOGNITION OF THE CHARTER REVIEW
COMMITTEE**

**Mayor Randy Gorham presented the committee members
with their appreciation certificates. Mayor Gorham said the
committee sent 22 charter amendments to the voters and 21
of them passed.**

**EMPLOYER OF THE MONTH PRESENTED BY JEDCO
PRESIDENT SHANE PACE - CHICK FIL A**

**JEDCO President Shane Pace presented Mrs. Mary Beth
Wade of Chick-Fil-A with the employee of the month award.**

CITIZEN PARTICIPATION

No one came forward.

**CONSENT AGENDA - ITEMS UNDER CONSENT
AGENDA REQUIRE LITTLE OR NO DELIBERATIONS
BY COUNCIL. APPROVAL OF CONSENT AGENDA
AUTHORIZES THE CITY MANAGER OR HIS
DESIGNEES TO PROCEED WITH CONCLUSION OF
EACH ITEM IN ACCORDANCE WITH STAFF
RECOMMENDATION**

**Councilman Hubert Robinson made a motion to approve the
consent agenda. Second,by Councilwoman Mindy Gellock.
All voted "Aye"**

**MINUTES APPROVAL - DECEMBER 13, 2022 CITY
COUNCIL MEETING; JANUARY 5, 2023 AGENDA
WORKSHOP**

**APPROVE ACCEPTING A DONATION OF THE
PUBLISHING RIGHTS TO THE SESQUICENTENNIAL
BOOK FROM SAM HOPKINS**

**DECLARE A LIST OF ITEMS FROM PUBLIC AND
COMMUNITY SERVICES SURPLUS AND APPROVE
PLACING THOSE ITEMS UP FOR AUCTION**

**ANY ACTION OUT OF EXECUTIVE SESSION IF
NECESSARY**

**Mayor Randy Gorham made a motion to extend the 380
agreement with Zyklus by two years. Second, by Mayor Pro
tem Rob Gowin. All voted "Aye"
(The action on re-appointing Frank Dobrovolny to municipal
court judge took place at this time and is recorded under that
agenda item later in these minutes.)**

A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED SPECIAL USE PERMIT AT 540 EL PASO TO ALLOW FOR A BED AND BREAKFAST
B) DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE GRANTING THE REQUESTED SPECIAL USE PERMIT

A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT REGARDING A REQUESTED SPECIAL USE PERMIT AT 701 S. MAIN ST. TO ALLOW FOR A CHANGEABLE ELECTRONC MESSAGE BOARD.
B) DISCUSS AND CONSIDER WITH POSSIBLE ACTION AN ORDINANCE GRANTING THE REQUESTED SPECIAL USE PERMIT

DISCUSS AND CONSIDER WITH POSSIBLE ACTION A REQUESTED RE-PLAT OF LOTS 7 & 8 BLOCK A LAKE SPRINGS SUBDIVISION INTO LOTS 7R & 8R

DISCUSS AND CONSIDER WITH POSSIBLE ACTION APPROVING THE PURCHASE OF A NEW AMBULANCE IN LIEU OF A BUDGETED REMOUNT OF AN EXISTING CHASSIS

DISCUSS AND CONSIDER WITH POSSIBLE ACTION APPROVING A CONTRACT WITH GLS ARCHITECTS FOR DESIGN SERVICES FOR PHASE 1 AT THE EVENT CENTER AT THE GOLF COURSE

DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDING AN ENGINEERING SERVICES CONTRACT TO STOKES AND ASSOCIATES FOR PROJECT RELATED SERVICES AS PART OF THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FOR IDENTIFIED SANITARY SEWER PROJECTS

City Manager James Hubbard told the council the first SUP for this property was approved in May of 2019. Unfortunately, a fire destroyed over 50% of the structure, therefore vacating the SUP. Mr. Hubbard said when a SUP is vacated the property owner must reapply for another SUP. Mr. Hubbard read the definition of a bed and breakfast as shown in the proposed ordinance #1650. Mr. Hubbard stated the city had received no concerns about a bed and breakfast in the neighborhood and this item came to the council with a unanimous vote of approval from the planning and zoning commission. Mayor Randy Gorham opened the public hearing at 6:25 pm. The Applicant, Mrs. Whitney Graham, came forward and stated she was waiting for a structural assessment report from the engineer and is expecting that any day. Mrs. Graham thanked the council for their consideration of this request. Mayor Randy Gorham closed the public hearing at 6:26 pm. Mayor Pro tem Rob Gowin made a motion to approve the ordinance granting the SUP. Second, by Councilman Tim McRae. Mayor Pro tem Rob Gowin said he thinks the bed and breakfast has been an asset to the neighborhood and is glad to see the owner moving forward with rebuilding. All voted "Aye"

City Manager James Hubbard told council this item went before the planning and zoning board on December 20 and came to the council with a unanimous recommendation from that board. Mr. Hubbard read the restrictions being recommended by P&Z and that appear in the proposed ordinance #1651. Mayor Randy Gorham opened the public hearing at 6:29 pm. Mr. David Peters, the applicant, came forward and told the council he has been operating a food trailer for the needy since 2019. Mr. Peters said this location will allow him to continue to serve those in need. Mr. Peters said he plans to use the sign to advertise locations around town that provide for those in need. Mayor Randy Gorham closed the public hearing at 6:31 pm. Mayor Pro tem Rob Gowin made a motion to approve the ordinance granting the SUP. Second, by Councilman Hubert Robinson. All voted "Aye"

City Manager James Hubbard told council this replat moves a property line just a couple of feet to encompass an encroachment on an adjacent piece of property. Mr. Hubbard said this came to council because it is a lease lot and is in the county. Mr. Hubbard said this plat was prepared to the county platting requirements. Mr. Hubbard also said both property owners are in favor of this replat. Councilman Tim McRae made a motion to approve the replat. Second, by Councilwoman Mindy Gellock. All voted "Aye"

City Manager James Hubbard told council they had approved the remount of an ambulance in this budget, but that staff is recommending purchasing a new ambulance over a remount. Mr. Hubbard stated after purchasing the new ambulance and selling the old unit there was only about a \$20,000 difference in price. Mr. Hubbard said it would save 8 weeks of down time if the purchase was made instead of doing the remount. Mayor Pro tem Rob Gowin asked how old this unit was. Mr. Hubbard said it was a 2019 with approximately 61,000 miles. Mr. Gowin asked what the delivery timeline was. Mrs. Alicia Whetsell, the city EMS Coordinator, said it should be delivered in late June or July. Councilman Tim McRae made a motion to approve the purchase of the ambulance. Second, by Mayor Pro tem Rob Gowin. All voted "Aye"

City Manager James Hubbard told council this project had been awarded to GLS back in September and this is actually approving the contract for the design work pending final approval of the city attorney. Councilwoman Mindy Gellock made a motion to approve the agreement. Second, by Councilman Tim McRae. All voted "Aye"

City Manager James Hubbard told council this is awarding the engineering work for the TCBG project. Mayor Pro tem Rob Gowin made a motion to award the engineering work to Stokes and Associates. Second, by Councilman Hubert Robinson. All voted "Aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION
THE RE-APPOINTMENT OF FRANK DOBROVOLNY AS
MUNICIPAL COURT JUDGE

Action on this item was taken earlier in the meeting just after "any action out of the executive session". Councilman Tim McRae made a motion to re-appoint Frank Dobrovorny as municipal court judge. Second, by Mayor Pro tem Rob Gowin. All voted "Aye"

DISCUSS AND CONSIDER WITH POSSIBLE ACTION
APPROVING A NEW TOURISM RESTROOM TRAILER
POLICY

City Manager James Hubbard told the council the trailer was purchased in 2019 and delivered in 2020. Mr. Hubbard stated it had been used at several events and reviewed the staff recommended fees with the council. Councilman Tim McRae made a motion to approve the policy. Second, by Councilwoman Mindy Gellock. All voted "Aye"

OPEN FORUM FOR MAYOR AND COUNCIL

Councilwoman Mindy Gellock recognized a citizen in the concession area of the lake for picking up litter along Byrd Rd. Mrs. Gellock thanked the citizen, who she referred to as California Scott, for his efforts in helping keep the city clean.

CITY MANAGER REPORT

City Manager James Hubbard reminded everyone the time capsule was buried on December 17 and several children participated in placing items in the capsule. Mr. Hubbard said a new city website would be released the next day. He told everyone the lake lot auction will continue from January 16 through February 24 at govdeals.com. Mr. Hubbard said the city will be closed on January 16 in honor of Martin Luther King's day. Mr. Hubbard then remembered Mrs. Sue Adams, who recently passed away. Mrs. Adams had been a volunteer at Love's Lookout for over 20 years.

ADJOURN

6:48 pm

Randy Gorham, Mayor
City of Jacksonville

Greg Lowe, City Clerk

JACKSONVILLE CITY COUNCIL MEETING
THURSDAY, FEBRUARY 9, 2023
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER	Mayor Randy Gorham 12:00 pm. Present: Mayor Randy Gorham, Mayor Pro tem Rob Gowin, Councilman Hubert Robinson, Councilwoman Mindy Gellock Absent: Councilman Tim McRae
INVOCATION	Mayor Randy Gorham
CITIZEN PARTICIPATION	No one came forward.
REVIEW AND DISCUSS AGENDA FOR REGULAR COUNCIL MEETING TUESDAY, FEBRUARY 14, 2023 (SEE ATTACHED PROPOSED AGENDA) NO ACTION TO BE TAKEN – ITEMS MAY BE REMOVED OR ADDED TO THE PROPOSED AGENDA BY CITY COUNCIL, CITY MANAGER, CITY ATTORNEY OR CITY CLERK AS NEEDED ANY TIME PRIOR TO THE OFFICIAL POSTING OF MEETING AGENDA	City Manager James Hubbard reviewed the agenda with the council. Mr. Hubbard presented the recommended fee structure to the council and reviewed the variance request with the council. Staff reviewed the new weapons and social media policies. No action was taken.
DISCUSS AND CONSIDER WITH POSSIBLE ACTION AWARDING THE BID FOR THE CANADA STREET SEWER LINE PROJECT	City Manager James Hubbard reviewed the timeline and scope of the project with the council. Mr. Neal Holland of Stokes and Associates told the council there were eight bidders on the project. Mr. Holland said the low bidder was John Wright Construction out of Henderson, Texas with a low bid of \$463,339.45. Mayor Pro tem Rob Gowin made a motion to award the project to John Wright Construction, Inc. Second, by Councilman Hubert Robinson. All voted "Aye"
DISCUSSION / PRESENTATION REGARDING STREET CONDITION ASSESSMENT	City Manager James Hubbard gave the council a handout and reviewed the timeline of the project. Mr. Hubbard told the council they had issued certificates of obligation for \$5,000,000 and have \$4.635 million to spend on roads. Mr. Hubbard reviewed the results of the study with the council. Mr. Hubbard gave the council a list of streets staff had identified as being in need of repair. Councilman Hubert Robinson pointed out MLK north of Simms Street as needing work. He asked Mr. Hubbard to get a traffic count and take a second look at that stretch of road. Mr. Hubbard asked the council for some direction. Councilwoman Mindy Gellock said she thinks that the proposed Canada St. project should be firmed up in regards to the estimate and then determine what is left to spend on the other streets. The Council directed Mr. Hubbard and staff to get a traffic count on MLK north of Simms and firm up the estimated cost of the Cananda St. project. No action was taken.
DISCUSSION REGARDING BOARD APPOINTMENTS	City Manager James Hubbard presented the council with a slideshow and reviewed the various boards and board members with them. Mayor Randy Gorham will find three appointees to the Board of Appeals and Zoning by March. No action was taken.
QUESTIONS, COMMENTS, DISCUSSION	City Manager James Hubbard asked the council who wanted to attend the chamber banquet. Only Councilman Hubert Robinson said he was going.
ADJOURN	1: 53 pm _____ Randy Gorham, Mayor City of Jacksonville _____ Greg Lowe, City Clerk



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.B.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>Flamin' J BBQ - City Request Street Closure, Flamin' J BBQ - City Request Street Closure Map</u>

EXECUTIVE SUMMARY:

The Jacksonville Citizen's Police Academy Alumni has requested a street closure for the second annual Flamin' J BBQ Fest. They have requested Commerce St. from Neches to Ragsdale and S. Jackson under the overpass be closed. The closure would begin Friday, March 31st at 10:00 pm and continue until Saturday, April 1st, at 11:59 pm. They have also requested use of the city electrical boxes near Commerce Street Draft House, Bill Day Tire and JEDCO. Staff will be working with JCPAA to ensure that adequate power is provided. They also requested use of the rest room trailer. The new trailer rental policy will apply and staff has informed the JCPAA of the policy and rental fee.

RECOMMENDED ACTION:

Approve the street closure.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First		Strengthen Neighborhoods		Manage the "Business"		Focus on Infrastructure		Planning and Preparedness	
1.1 Customer-centric service and processes	☐	2.1 Code compliance and updates	☐	3.1 Maintain a well-trained professional workforce	☐	4.1 Assess the condition of infrastructure	☐	5.1 Diversify the tax base	☐
1.2 Leverage the talent and input of citizens	☐	2.2 Parks, recreation, and community building	☒	3.2 Proactively seek process improvements	☐	4.2 Strengthen routine maintenance programs	☐	5.2 Leverage and maximize City facilities	☐
1.3 Transparent and engaging communication	☐	2.3 Community policing and crime prevention	☐	3.3 Ensure financial stability and stewardship	☐	4.3 Adopt a capital improvement program	☐	5.3 Disasters and emergencies	☐
1.4 Ensure value of services	☐	2.4 Preserve and revitalize existing neighborhoods	☐	3.4 Pursue partnerships and grants	☐	4.4 Protect natural resources	☐	5.4 Comprehensive community planning	☐

POLICY/GOAL CONSIDERATION:

Promote community events and community building.

LEGAL:

The council approves all street closures.

Dear Mayor Gorham,

The Jacksonville Citizen's Police Academy Alumni and Jacksonville Police Association would like to request street closure for the 2nd Annual Flamin' J BBQ Fest which will be Saturday, April 1, 2023.

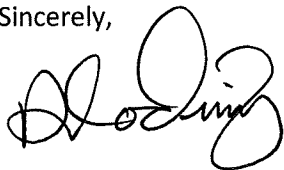
The requested streets will need to be blocked on Friday, March 31st beginning at 10:00 p.m. until Saturday, April 1st at 11:59 p.m. The following streets to be blocked are Commerce Street from Ragsdale to Neches and street under the overpass.

I would also like to request the City's electrical outlets available for the vendors to begin setting up on Friday, March 31st at 10:00 p.m. I believe the only electric boxes needed will be the one near Commerce Street Drafthouse, Bill Day Tire and near JEDCO. Outlets will be able to be removed after 10pm on Saturday, April 1st. As the time nears, a vendor map will be given to the city to place the outlets for the vendors.

The final request will be the use of the City's restroom trailer.

If you have any questions, please call me at 903-284-1685. Thank you for your assistance in making this a fun event in downtown Jacksonville!

Sincerely,

A handwritten signature in black ink, appearing to read 'Dillon Rodriguez', with a stylized, cursive script.

Dillon Rodriguez

Requested Street Closure

2nd Annual Flamin' J BBQ Fest

Legend

Austin Bank

Brookshire Brothers

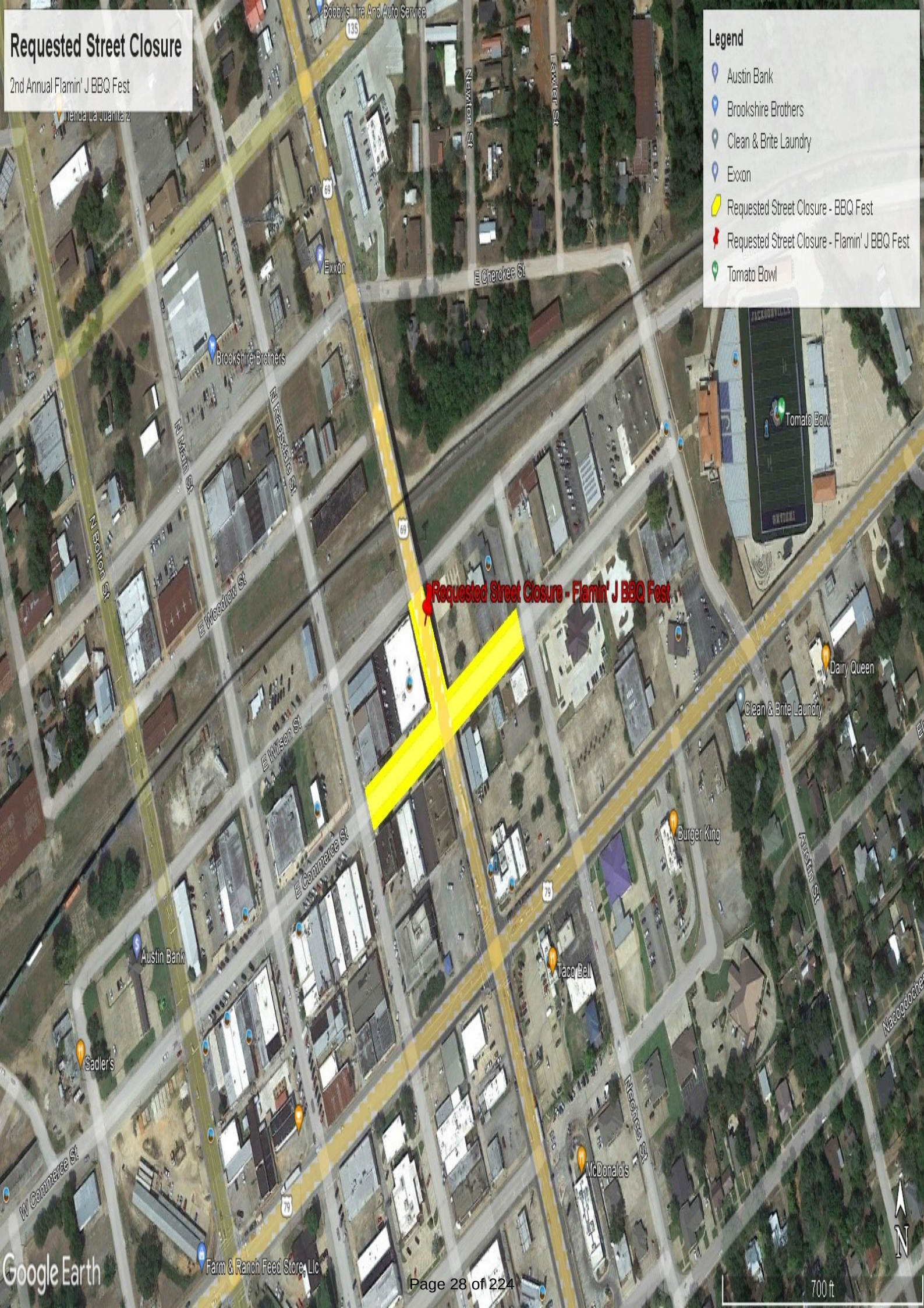
Clean & Brite Laundry

Exxon

Requested Street Closure - BBQ Fest

Requested Street Closure - Flamin' J BBQ Fest

Tomato Bowl





Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.C.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>2023 RESOLUTION - CALLING FOR ELECTION</u>

EXECUTIVE SUMMARY:

The council positions of Mayor, District one and District three are on the ballot. This resolution is calling for an election of those positions. The calling of a municipal election is required by state law.

RECOMMENDED ACTION:

Approve the resolution.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	2.1 Code compliance and updates	3.1 Maintain a well-trained professional workforce	4.1 Assess the condition of infrastructure	5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	2.2 Parks, recreation, and community building	3.2 Proactively seek process improvements	4.2 Strengthen routine maintenance programs	5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	2.3 Community policing and crime prevention	3.3 Ensure financial stability and stewardship	4.3 Adopt a capital improvement program	5.3 Disasters and emergencies
1.4 Ensure value of services	2.4 Preserve and revitalize existing neighborhoods	3.4 Pursue partnerships and grants	4.4 Protect natural resources	5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				
In a general-law city, the city council orders the general election for the city officers. [Election Code 3.004 (a)(3)]				

RESOLUTION NO. 02-2023-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, CALLING AN ELECTION OF THE CITY OF JACKSONVILLE TO ELECT COUNCIL PLACES FOR MAYOR, DISTRICT ONE AND DISTRICT THREE, TO BE HELD ON THE FIRST SATURDAY OF MAY 2023 AND DESIGNATING AN EARLY VOTING LOCATION.

WHEREAS notice is hereby given that on May 6, 2023 that the city of Jacksonville will hold a General Election, to elect, the Mayor, District One and District Three Council positions, and

WHEREAS early voting by personal appearance will be conducted each weekday at 526 E. Commerce, Jacksonville Public Library, between the hours of 8:00 AM to 5:00 PM, beginning April 24, 2023 and ending May 2, 2023; and

WHEREAS the City Secretary will serve as early voting clerk with their mailing address 315 S. Ragsdale, Jacksonville, Texas 75766; and

WHEREAS the City of Jacksonville, Texas will be authority conducting the election and their website is www.jacksonvilletx.org.

BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, does hereby call for a general election to be held on May 6, 2023 for the purpose of election of Mayor and Council District One and District Three.

PASSED AND APPROVED this the 14th day of February 2023.

Mayor Randy Gorham

Attest:

City Clerk Greg Lowe



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.D.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>2023 Joint Election Agreement with JISD</u>

EXECUTIVE SUMMARY:

This agreement allows the JISD election and municipal election to be combined. The benefits of doing this are the voter will receive one ballot for both elections and the splitting of costs for election workers. The city will still have to incur the whole cost of renting election equipment as JISD has their own. The city and JISD have held joint elections in previous election cycles. State law requires a joint election agreement in order to combine elections.

RECOMMENDED ACTION:

Approve the joint election agreement.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☒	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☒	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

Election Code 271.002 Joint Elections Authorized.

**JOINT ELECTION AGREEMENT BETWEEN
JACKSONVILLE INDEPENDENT SCHOOL DISTRICT
AND
CITY OF JACKSONVILLE, TEXAS**

This joint election agreement is made by and between Jacksonville Independent School District ("ISD") and the City of Jacksonville, Texas ("CITY");

WHEREAS, the ISD plans to hold a Board of Trustees Election on May 6, 2023 for the purpose of electing the positions of School Board Trustee Places 3, and 4;

WHEREAS, the CITY plans to hold a City Council Election on May 6, 2023 for the purpose of electing the position of Mayor;

WHEREAS, Texas Election Code section 271.002 authorizes the governing bodies of political subdivisions to enter into an agreement to hold joint elections in election precincts that can be served by common polling places;

WHEREAS, Texas Election Code section 271.009 allows for the combining of election forms in any manner convenient and adequate to record and report the results of the election for each of the participating political subdivisions.

WHEREAS, ISD and CITY will hold elections on the same day and combine ballots and all necessary forms in a manner convenient and adequate to record and report the results of the election for each of the participating political subdivisions;

WHEREAS, the parties to this agreement serve voters within the same boundaries, and it would be to the benefit of the ISD and CITY and the citizens and voters thereof, to hold the elections jointly;

NOW, THEREFORE, IT IS AGREED that a joint election will be held by the ISD and the CITY under the following terms and conditions:

1. ISD and the CITY will share a common polling place for Election Day, May 6, 2023, located at the Jacksonville Public Library located at 526 E. Commerce in Jacksonville, Texas.
2. ISD and the CITY will share a common polling place for the Early Voting period located at the Jacksonville Public Library located at 526 E. Commerce in Jacksonville, Texas.

The Early Voting Period will be April 24, 2023 through May 2, 2023, Monday through Friday, from 8:00am until 5:00pm each day.

3. ISD and the CITY will each combine ballots for their respective elections.
4. Whereas Municipalities and School Districts are required to use electronic voting equipment, the CITY and ISD will be jointly responsible for the leasing and programming of said equipment for the May 6, 2023 election and bear all related expenses equally. (The CITY will not be responsible for the purchase of electronic voting machine by ISD)

5. ISD and the CITY will be responsible for the safekeeping of all election records.
6. ISD and the CITY will jointly tabulate and canvass the election results and jointly choose the method of delivery of those results.
7. ISD and the CITY will each be separately responsible for ordering its own election and the notice of election will be published separately.
8. There will be joint officials for entities and the entities will jointly appoint a Chief Election Official and Early Voting Clerk.
9. Each entity will jointly manage the election with both election administrators being responsible for:
 - securing qualified individuals to serve as election judges for each polling place
 - securing locations and facilities where the election is to be conducted
 - securing election materials and supplies, including programming and preparation of an accessible voting system to be used in the election
 - management of early voting by personal appearance and by mail
10. Both ISD and the CITY will equally be responsible for their election expenses including leased voting equipment.

The undersigned are the duly authorized representatives of the parties' governing bodies, and their signatures represent adoption and acceptance of the terms and conditions of this agreement.

APPROVED, this 14th day of February of 2023, by the City Council of the CITY OF JACKSONVILLE, TEXAS.

Mayor City of Jacksonville

City Secretary

APPROVED, THIS THE 23rd JANUARY OF 2023 by the Board of Trustees of the JACKSONVILLE INDEPENDENT SCHOOL DISTRICT.



Board President



Board Secretary



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.E.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>Equipment Rental Agreement with Cherokee County 2023</u>

EXECUTIVE SUMMARY:

In order to have multiple voting machines for the May 6, 2023 municipal election, it is necessary to lease election equipment from the Cherokee County Elections Office. This is a budgeted expense and the city has leased equipment from Cherokee County in previous election cycles.

RECOMMENDED ACTION:

Approve the election equipment rental agreement.

BID AND AWARD:

BUDGET DATA:

2023 Municipal Election Budget : \$8,000
Election Equipment Rental : \$790 plus \$0.18 per sheet for thermal ballot stock

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☒	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

Election Code Sec. 31.092. contract for election services authorized.

CONTRACT FOR ELECTION EQUIPMENT RENTAL

May 6, 2023 ELECTION

This contract for election services made by and between City of Jacksonville, hereinafter called CITY and CHEROKEE COUNTY, hereinafter called COUNTY, is based on the following:

The CITY has determined that it is in the public interest of the inhabitants of the CITY that the following contract be made and entered into for the purpose of having the COUNTY furnish certain election equipment needed by the CITY for their SPECIAL ELECTION.

RESPONSIBILITIES OF THE COUNTY:

Equipment provided by County:

Early Voting: 2 Hart Intercivic Duo Touch Writer 2.5.3 and 1 Disabled Access Unit (DAU) stand
With ADA required headset and hand control.
2 daisy chain cables

Election Day: 2 Hart Intercivic Duo Touch Writer 2.5.3 and 1 Disabled Access Unit (DAU) stand
With ADA required headset and hand control.
2 daisy chain cables

RESPONSIBILITIES OF THE CITY:

Prior to Early Voting and Election Day, the CITY to pick up equipment at the Elections Department on a predetermined date.

On the first business day after Early Voting and Election Day, the CITY will bring the equipment to the Elections Department for drop off.

The CITY will pay all programming fees and ballot costs directly to Hart Intercivic for programming and purchase of ballots for the election.

The CITY will be responsible for any misuse/damage to the voting equipment, including repair costs.

Only the actual expenses directly attributed to the Contract may be charged (Section 31.100b, Texas Election Code). The County Commissioners' Court has set a rate of 5% of the purchase price of the equipment for the use of the above listed devices for Early Voting and Election Day. The CITY agrees to pay \$197.50 per Duo. Thermal ballot stock will be charged at the cost of \$0.18 per sheet. Payment is due within 30 days of receipt of a statement.

Dated this the ____ day of _____, 2023

City of Jacksonville


Elections Administrator



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.F.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Randall Chandler, Director of Community and Public Services</u>
INITIATED BY:	<u>Randall Chandler, Director of Community and Public Services</u>	EXHIBITS:	<u>Scoring Sheet Engineering Services TCBG, Scoring Committee and Summary Scoring Sheet Engineering, Resolution Template Engineering TxCDBG</u>

EXECUTIVE SUMMARY:

Request that the City Council consider a resolution authorizing the City Manager to engage Stokes & Associate for Professional Engineering Services, as part of the the submission of an application for the Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD) for utility infrastructure improvements to include replacing a sewer line and lift station. The Texas Department of Agriculture opens an infrastructure grant to non-entitlement communities every year. The primary objective of the CDBG program is to develop viable communities by providing decent housing and suitable living environments, and expanding economic opportunities principally for persons of low- to moderate-income. All projects funded through the CDBG program typically meet the first national objective (benefit low- and moderate-income persons) by benefiting at least 51 percent low- to moderate-income persons, which is defined as those who earn equal to or less than 80 percent of the area median family income figure (where the area is a metropolitan statistical area or a non-metropolitan county) or earn equal to or less than less than 80 percent of the statewide non-metropolitan median family income figure, as defined under the United States Department of Housing and Urban Development Section 8 Housing Assistance Program. The City of Jacksonville as a community currently meets the aforementioned national objective as the community is at 59 percent low to moderate income, which exceeds the 51 percent requirement. Additionally, eligible applicants must be non-entitlement cities under 50,000 in population and non-entitlement counties that have a non-metropolitan population under 200,000 and are not eligible for direct CDBG funding from HUD. The City of Jacksonville is a non-entitlement community and meets this definition for eligibility.

The Public Works department has identified two projects that would qualify for the CDBG grant. The first project is the Sycamore Street Sewer Improvements from US Hwy 79 to Sunset Ave. The second project is for the removal and installation of a package lift station to replace the current Tremont Lift Station.

The application deadline is Spring 2023.

RECOMMENDED ACTION:

It is recommended that the City Council approves the resolution authorizing the City Manager to engage Stokes and Associates for Engineering services related to the Texas Community Development Block Grant for identified Sanitary Sewer Projects.

BID AND AWARD:

BUDGET DATA:

As part of the adopted City of Jacksonville Strategy Map under "Manage the Business" under Commitment 3.4 Pursue partnerships and Grants, this project exemplifies this effort.

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	☒ 4.4 Protect natural resources	☐ 5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:

This project supports the overall goal of the City of Jacksonville's Strategy map through the commitments of "Managing our Business" and "Focusing on Infrastructure."

LEGAL:

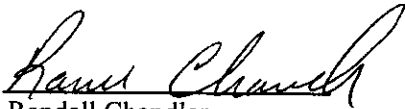
This request for proposal was noticed as required by law.

2022 TCDBG RFQ Scoring Sheets Summary

Scorer	Randall Chandler						
					Capacity		
				Work	to	Total	
	Submitter		Experience	Performance	Perform	Points	
	Brannon Corportation		55	20	15	90	
	Centerline Engineering		50	20	15	85	
	KSA Engineering		59	20	15	94	
	Schamburg and Polk		59	25	14	98	
	Stokes and Associates		60	25	15	100	
Scorer	Kim Lynn						
					Capacity		
				Work	to	Total	
	Submitter		Experience	Performance	Perform	Points	
	Brannon Corportation		45	20	15	80	
	Centerline Engineering		40	20	10	70	
	KSA Engineering		50	20	15	85	
	Schamburg and Polk		50	20	15	85	
	Stokes and Associates		60	20	15	95	
Scorer	Krisite Marks						
					Capacity		
				Work	to	Total	
	Submitter		Experience	Performance	Perform	Points	
	Brannon Corportation		50	20	10	80	
	Centerline Engineering		50	20	15	85	
	KSA Engineering		50	20	15	85	
	Schamburg and Polk		55	20	15	90	
	Stokes and Associates		60	25	15	100	
Scorer	Larry Burney						
					Capacity		
				Work	to	Total	
	Submitter		Experience	Performance	Perform	Points	
	Brannon Corportation		45	20	15	80	
	Centerline Engineering		45	20	15	80	
	KSA Engineering		45	25	15	85	
	Schamburg and Polk		50	25	15	90	
	Stokes and Associates		60	25	15	100	
Average Scores:							
					Capacity		
				Work	to	Total	
	Submitter		Experience	Performance	Perform	Points	
	Brannon Corportation		49	20	14	83	
	Centerline Engineering		46	20	14	80	
	KSA Engineering		51	21	15	87	
	Schamburg and Polk		54	23	15	91	
	Stokes and Associates		60	24	15	99	

Summary Score Sheet

Rank	Firm	Committee Member 1 Score	Committee Member 2 Score	Committee Member 3 Score	Committee Member 4 Score	Committee Member 5 Score	Total
1	Stokes & Associates	100	95	100	100		395
2	Schamburg & Polk	98	85	90	90		363
3	KSA Engineering	94	85	85	85		349
4	Brannon Corp	90	80	80	80		330
5	Centerline Engineering	85	70	85	80		320
6							



Randall Chandler

Director of Community and Public Services

Selection Review Committee Appointment

City of Jacksonville

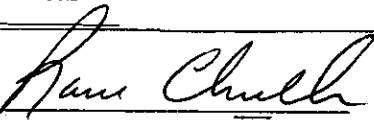
2023/2024 TxCDBG

The following persons have been appointed to:

- determine the criteria to select Engineering service providers; and
- review and rate proposals from Engineering service providers.

Name	Title/Office/Position
1. Randall Chandler	Director of Public and Community Services
2. Kim Lynn	Project Specialist
3. Larry Burney	Pretreatment Coordinator
4. Kristie Marks	Public and Community Services Admin. Assistant

Appointed by:



Randall Chandler

Director of Community and Public Services

RESOLUTION 02-2023-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, SELECTING AN ENGINEER IN CONJUNCTION WITH THE SUBMITTAL OF AN APPLICATION FOR FUNDING THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE, TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT – COMMUNITY DEVELOPMENT FUND PROGRAM.

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of JACKSONVILLE to apply for funding under the Texas Community Development Block Grant Program; and

WHEREAS, the City of JACKSONVILLE has sought proposals from engineering firms for Application Preparation and Project Implementation and,

WHEREAS, the City of JACKSONVILLE performed these solicitations in compliance with guidance for subrecipients under 2 CFR Part 200.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, AS FOLLOWS:

SECTION 1. The City Council has reviewed and hereby formally selects the firm of:

Stokes and Associates as the engineering firm for application preparation and project implementation in conjunction with a 2023-2024 TxCDBG Community Development Fund application.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, on this 14th day of February 2023.

ATTEST:

Greg Lowe, City Clerk

Randy Gorham, Mayor



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>8.G.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Greg Lowe, City Secretary</u>
INITIATED BY:	<u>Greg Lowe, City Secretary</u>	EXHIBITS:	<u>Project Location Map, Sycamore St Sewer Project, Tremont St. Lift Station Replacement, Jacksonville Signature Resolution Community Dev. Grant</u>

EXECUTIVE SUMMARY:

As part of the city's 2023 Community Development Block Grant application, the council must pass a resolution authorizing signatories for grant documentation and spell out the responsibilities of those signatories. Two projects that have been identified for use with these grant funds are a Sycamore St. Sewer project and a Tremont St. lift station replacement.

RECOMMENDED ACTION:

Approve the resolution

BID AND AWARD:

BUDGET DATA:

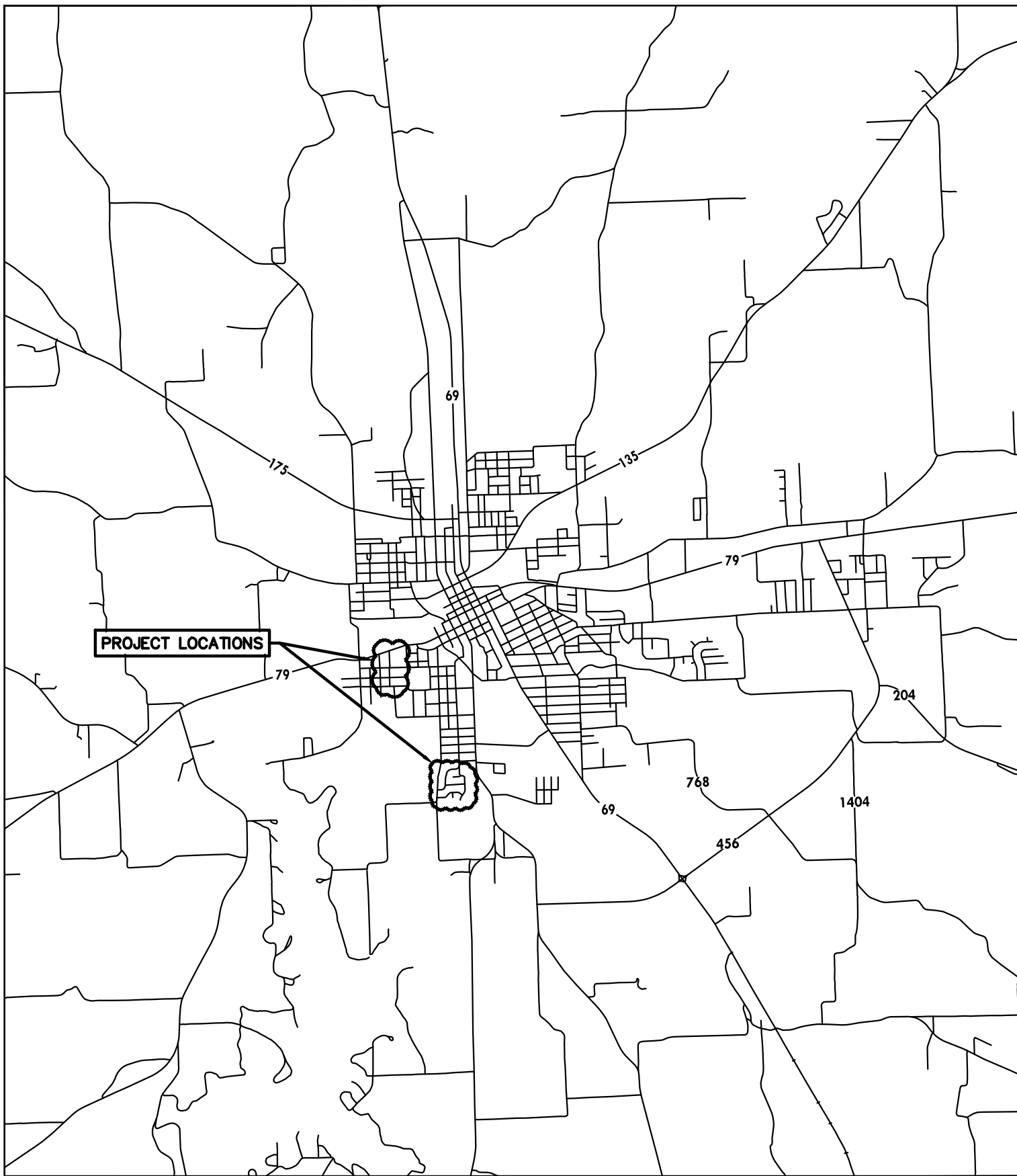
BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	☒ 4.4 Protect natural resources	☐ 5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

Required by The Texas Department of Agriculture as part of the grant application.



STOKES & ASSOCIATES, INC.

CONSULTANT ENGINEERS

P.O. BOX 1114 HENDERSON, TEXAS 75653

TEXAS FIRM REGISTRATION NO. F-967

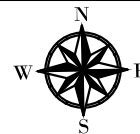
Tel (903) 657-7558

Fax (903) 657-7864

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CITY OF JACKSONVILLE CHEROKEE COUNTY, TEXAS

CITY OF JACKSONVILLE 2023-2024 TCDBG PROJECTS LOCATION MAP



0 2500 5000
Feet

DWN BY: xxx DATE: February 3, 2023

File Name & Layout Name:
Grant Maps.dwg/3



LEGEND

--- TARGET AREA



STOKES & ASSOCIATES, INC.

CONSULTANT ENGINEERS

P.O. BOX 1114 HENDERSON, TEXAS 75653

TEXAS FIRM REGISTRATION NO. F-967

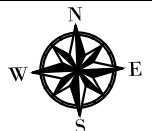
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CITY OF JACKSONVILLE CHEROKEE COUNTY, TEXAS

CITY OF JACKSONVILLE
2023-2024 TCDBG PROJECT
SYCAMORE ST. SEWER IMPROVEMENTS



0 50 100 Feet

DWN BY: xxx DATE: February 3, 2023

File Name & Layout Name:
Grant Maps.dwg/1



LEGEND

- SERVICE AREA
- EXISTING LIFT STATION



STOKES & ASSOCIATES, INC.

CONSULTANT ENGINEERS

P.O. BOX 1114 HENDERSON, TEXAS 75653

TEXAS FIRM REGISTRATION NO. F-967

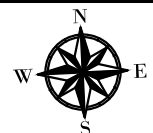
Tel (903) 657-7558

Fax (903) 657-7864

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CITY OF JACKSONVILLE CHEROKEE COUNTY, TEXAS

CITY OF JACKSONVILLE
2023-2024 TCDBG PROJECT
TREMONT ST. LIFT STATION REPLACEMENT



0 100 200 Feet

DWN BY: xxx DATE: February 3, 2023

File Name & Layout Name:
Grant Maps.dwg/2

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF CITY OF JACKSONVILLE, TEXAS AUTHORIZING CITY REPRESENTATIVES IN MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of City of Jacksonville desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of City of Jacksonville to participate in the Texas Community Development Block Grant Program; and

WHEREAS, the City Council of City of Jacksonville is committed compliance with federal, state, and program rules, including the current TxCDBG Project Implementation Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of City of Jacksonville, TEXAS:

That the City Council directs and designates the following to act in all matters in connection with any grant application and the City's participation in the Texas Community Development Block Grant Program:

- The Mayor, Mayor Pro-Tem, and City Manager, shall serve as the City's Chief Executive Officers and Authorized Representatives to
 - execute a grant application and any subsequent contractual documents,
 - certify environmental review documents between the Texas Department of Agriculture and the City, and
 - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs, and
 - be assigned the role of Authorized Official in the TDA-GO grant management system.
- In addition to the above designated officials, should any grant be funded the City Clerk and Finance Director be authorized to
 - certify the Payment Request form and/or other forms required for requesting funds to reimburse project costs,
 - prepare and submit other financial documentation, and
 - be assigned the role of Project Director or Payment Processor in the TDA-GO grant management system.

Passed and approved this 14th day of February, 2023.

Randy Gorham, Mayor
Jacksonville, Texas

Greg Lowe, City Clerk



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>10.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Kristie Marks,</u> <u>ADMINISTRATIVE ASSISTANT</u>
INITIATED BY:	<u>Chris Silvey, BUILDING</u> <u>INSPECTOR</u>	EXHIBITS:	<u>Agenda Packet 1.23.23, Lake</u> <u>Advisory Snapshot 1.23.23,</u> <u>Minutes 1.23.23</u>

EXECUTIVE SUMMARY:

The Lake Advisory Board met in a Public Hearing on Monday, January 13, 2023 at 12: 00 PM. Justin Chambless, the applicant, is requesting two variances, to allow for a two-story structure and to allow for it to be built over the water. The subject property is located at 1110 CR 3107. The land is steeply sloped and difficult to build on with 500-600 feet of water frontage, which will help to not not impede anyone's view. Sewer will be located on land. The Lake advisory board made a motion to approve both variances.

RECOMMENDED ACTION:

Staff recommends approval of the item.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The council considers all variance requests for leased lots at Lake Jacksonville.



THE CITY OF JACKSONVILLE

**LAKE JACKSONVILLE ADVISORY BOARD MEETING
JACKSONVILLE CITY HALL EXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
MONDAY, JANUARY 23, 2023
12:00 PM**

**BARRY AUTREY
STEVE HAZLEWOOD
ROBERT SADLER
VICKIE LOUGH
MARY CLAUDIA SWANSON**

-
- 1. CALL TO ORDER**
 - 2. APPROVAL OF MINUTES**
 - 3. A) PUBLIC HEARING REVIEW AND CONSIDER A VARIANCE TO ALLOW FOR A HABITABLE STRUCTURE OVER THE WATER ON LAKE JACKSONVILLE AND TO ALLOW FOR A TWO-STORY STRUCTURE OVER THE WATER LOCATED AT 1110 CR 3107.**
 - 4. CITIZEN PARTICIPATION**
 - 5. QUESTIONS, COMMENTS, DISCUSSION**
 - 6. ADJOURN**

Posted this the 20th day of January 2023.

12:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Clerk

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devices); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.

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Public Notice

[Print Notice](#)**Source** Jacksonville Progress**Category** Public Notice**Published Date** January 14, 2023

Notice Detail

CITY OF JACKSONVILLE LAKE ADVISORY BOARD NOTICE OF PUBLIC HEARING MONDAY, JANUARY 23, 2023 AT 12:00 P.M. CITY HALL 315 S. RAGSDALE STREET JACKSONVILLE, TEXAS 75766 The Lake Advisory Board will hold a public hearing for the following requests: A) PUBLIC HEARING REVIEW AND CONSIDER A VARIANCE TO ALLOW FOR A HABITABLE STRUCTURE OVER THE WATER ON LAKE JACKSONVILLE AND TO ALLOW FOR A TWO-STORY STRUCTURE OVER THE WATER LOCATED AT 1110 CR 3107. This item is currently scheduled to appear before the City Council on TUESDAY, FEBRUARY 14, 2023, at 6:00 P.M. in the Council Chambers of City Hall, 315 S. Ragsdale Street, Jacksonville, Texas, 75766.

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THE CITY OF JACKSONVILLE

**JACKSONVILLE LAKE ADVISORY BOARD
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, JULY 13th, 2021
12:00 PM**

Barry Autry
Steve Hazlewood
Robert Sadler
Vickie Lough
Nathan Jones
Mary Claudia Swanson
Paul Pavletich

MEMBERS PRESENT: Barry Autry (Chairman), Robert Sadler, Steve Hazlewood, Nathan Jones, Vickie Lough, Paul Pavletich

MEMBERS ABSENT: Mary Claudia Swanson

STAFF PRESENT: Greg Smith (City Manager), Chris Silvey (Building Inspector), Kristie Marks

CALL TO ORDER: Barry Autry called the meeting to order at 12:05 pm.

APPROVAL OF MINUTES: Steve Hazlewood made a motion to approve the minutes from 06/08/2021. Nathan Jones seconded the motion. Motion to approve the minutes was unanimous.

ITEM #2: Discus and consider with possible action a lake operational notification system.

Mr. Autry opened the Item up for discussion. Mr. Smith presented to the board the draft for the Lake Advisory Notification System and explained what the colors of the flag would mean. Mr. Jones suggested using a universal sign to capture more compliance for the no swimming sign. Mr. Smith stated that all flags would have words on them stating what they represent. Mr. Hazlewood suggested changing the name of the system to the Lake Activity Notification System. Mr. Hazlewood made a motion to accept the item with the modifications. Mr. Jones seconded the motion. Mr. Autry called for a vote, 6-0. Mr. Autry Closed the Item.

ITEM #3: Discus and consider with possible action the modification of the lake rules regulations.



THE CITY OF JACKSONVILLE

Mr. Autry opened the item up for discussion. Mr. Smith stated we left off at Article 4, Docks, and boathouses. Mr. Smith and the board on to discuss possible changes to the Lake Rules & Regulations. Mr. Smith stated that after the changes are made, City Staff will come back with a red lined copy for the board to go through. Mr. Autry closed that portion of the meeting.

ITEM #4: Discussion of other items for future agendas.

Mr. Autry opened the item for discussion. Mr. Autrey requested changing the date the board meets due to a conflict in his schedule. The board agreed to meet the first Monday of the month at 12:00 PM. Mr. Smith stated that we need to change the meeting area from Jacksonville City Hall Council Chambers to Jacksonville City Hall Conference Room. Mr. Hazlewood made a motion to accept the change of the date and location for the Lake Jacksonville Advisory Board. Mr. Jones seconded the motion. Mr. Autrey called for a vote, motion carried 6-0.

ADJOURN 12:55 PM



CITY OF JACKSONVILLE, TX

1220 S Bolton St.
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

Residential Add-On Permit Application

For Add-Ons consisting of but not limited to: Room Addition, Carports, Storage Buildings.

Owner/Property Information:

Name:

Justin Chambless

Property Address:

1110 CR 3107

City:

Jacksonville

State:

TX

Zip Code:

75766

Lot:

26

Block:

B

Addition:

Piney Point

Phone:

903-312-4918

Email Address:

justinkchambless@yahoo.com

Job Information:

Contractor Name:

Larry Murdock

Contractor Phone Number:

903-721-3988

Contractor Email:

str8shutr@gmail.com

Job Name/Number:

Chambless Dock

Total Job Cost:

\$350,000

Total Square Footage:

5662

The items listed below must be attached, if *applicable*. If any items needed below for plan review are not submitted, then the City of Jacksonville inspection department will not accept drawings for review. For explanation of checklist items, please refer to description (building permit) handout.

- Need one (1) drawing of plans-minimum size: 8 1/2" x 11"
- Plot plan (1) copy with easements, utilities, structures and setbacks of building or addition from property lines.
- Foundation plan
- Floor plan
- If the building is within the 100 year flood plain, an elevation certificate is required by a licensed surveyor.

Signature:

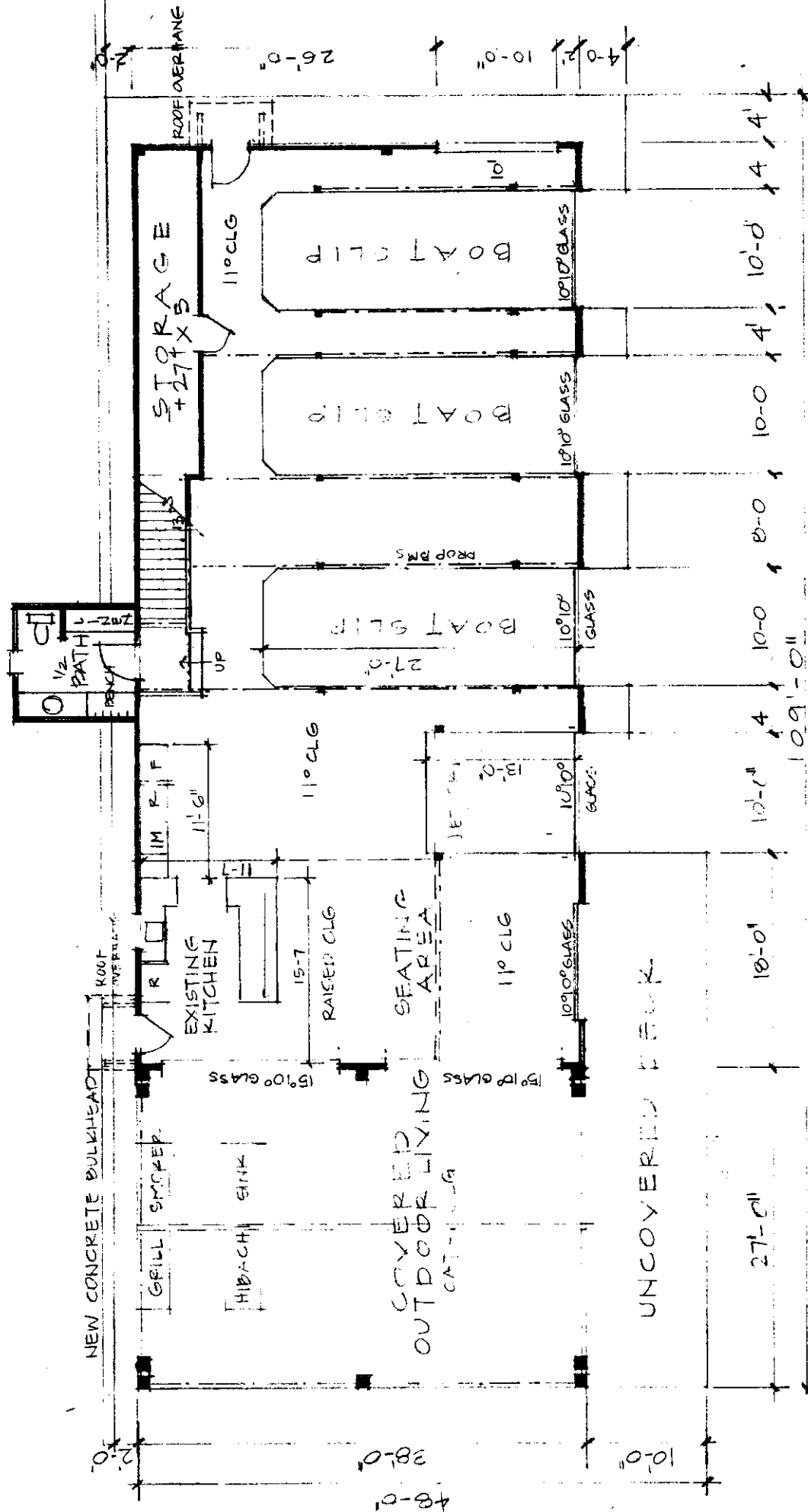
Justin Chambless
Justin Chambless (Jan 9, 2023 14:43 CST)

Date:

Jan 9, 2023

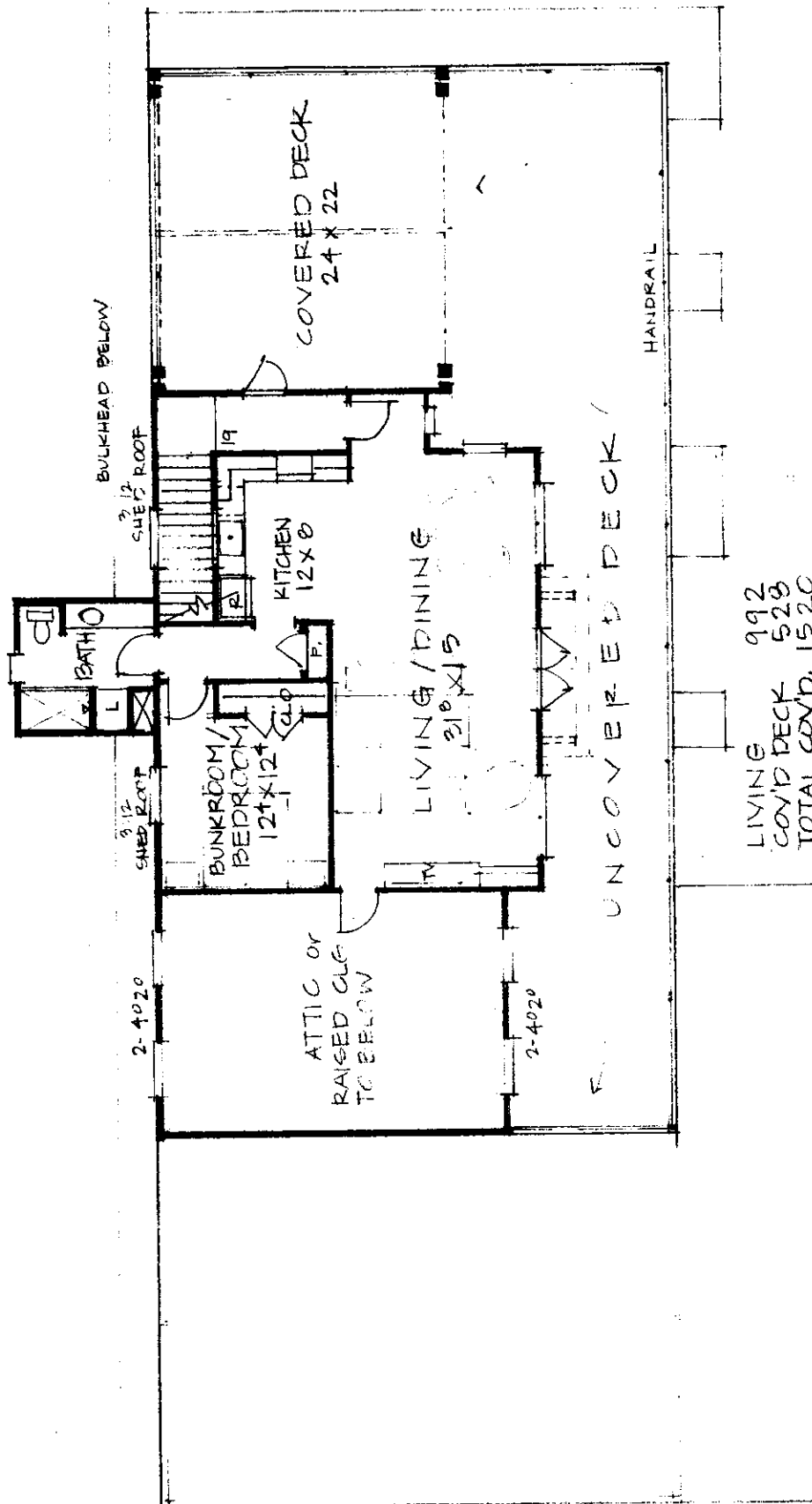
Revised January 2022

build on concrete piers.



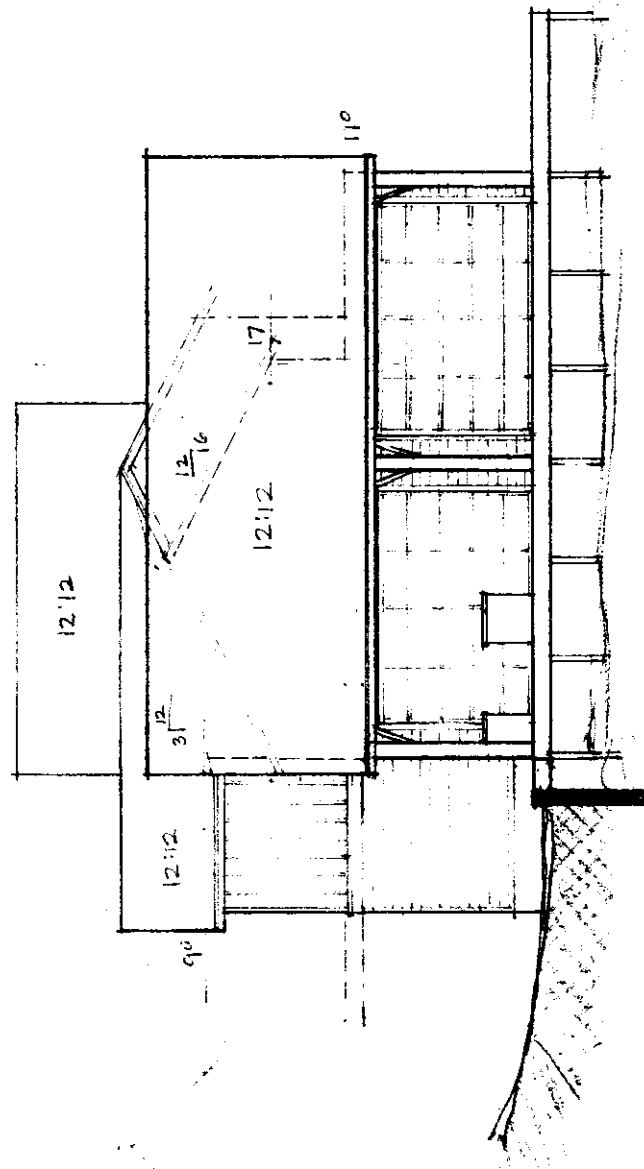
FIRST FLOOR PLAN 1/2 CHAMBLESS BOAT HOUSE

8 NOV 22 19 NOV 22

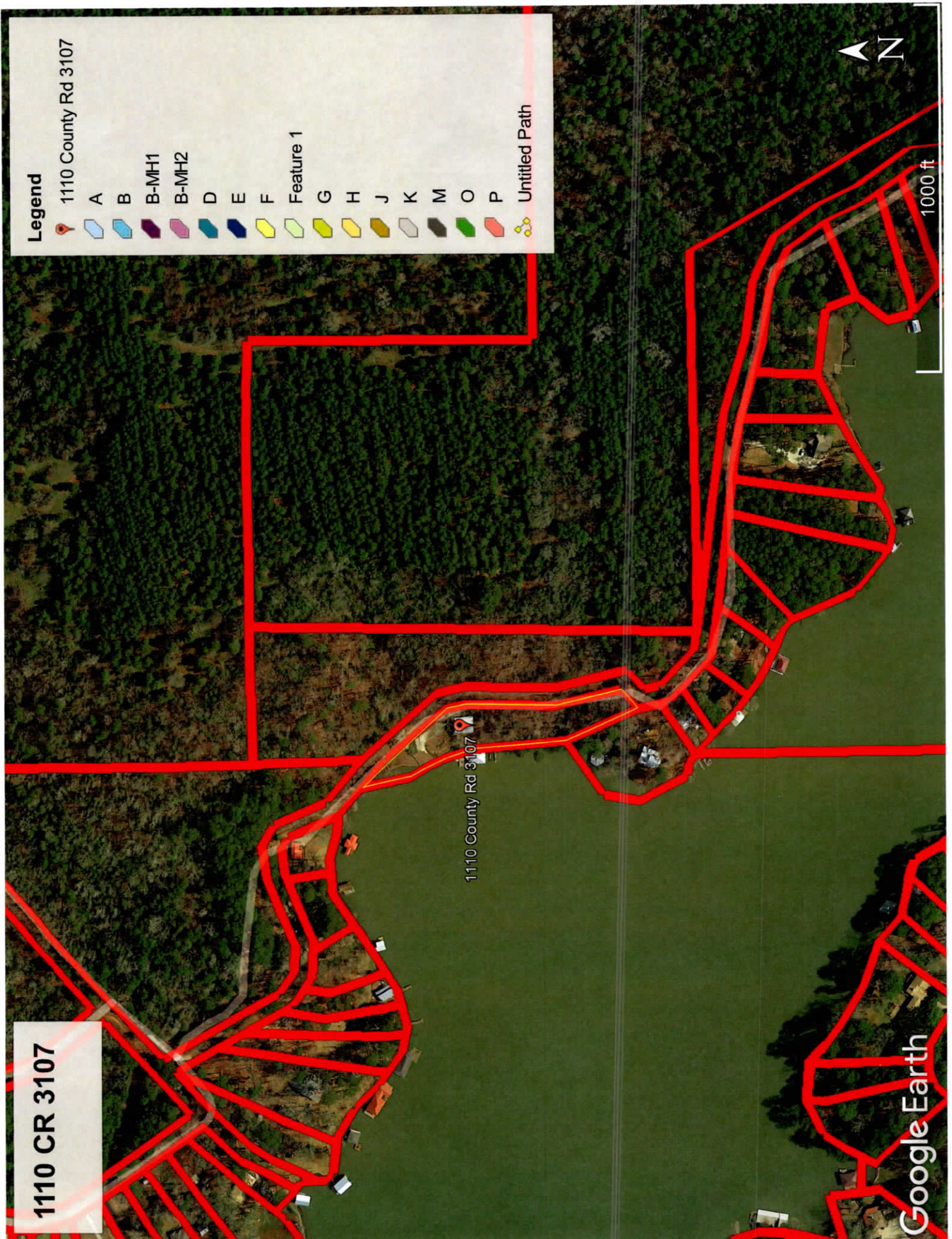


SECOND FLOOR PLAN 1/8"

CHAMBLESS BOAT HOUSE 19 NOV 22



LEFT ELEVATION 1/8"





THE CITY OF JACKSONVILLE

CITY OF JACKSONVILLE LAKE ADVISORY BOARD NOTICE OF PUBLIC HEARING MONDAY, JANUARY 23, 2023, AT 12:00 P.M. CITY HALL, 315 S. RAGSDALE STREET, JACKSONVILLE, TEXAS 75766.

The Lake Advisory Board will hold a public hearing for the following requests:

A) PUBLIC HEARING REVIEW AND CONSIDER A VARIANCE TO ALLOW FOR A HABITABLE STRUCTURE OVER THE WATER ON LAKE JACKSONVILLE AND TO ALLOW FOR A TWO-STORY STRUCTURE OVER THE WATER LOCATED AT 1110 CR 3107.

This item is currently scheduled to appear before the City Council on TUESDAY, FEBRUARY 14, 2023, at 6:00 P.M. in the Council Chambers of City Hall, 315 S. Ragsdale Street, Jacksonville, Texas, 75766.

TONROY ROBERT Z AND CARRIE A
988 CR 3107
JACKSONVILLE, TX 75766

BEDDOW JERRY T
946 CR 3107
JACKSONVILLE, TX 75766

ADAMS ROLAND
5656 N JACKSON ST
JACKSONVILLE, TX 75766

HENSARLING SHANNON DAVID
1212 CR 3107
JACKSONVILLE, TX 75766

DUNCAN BRYAN D AND PAULA J
1220 CR 3107
JACKSONVILLE, TX 75766

HELLAMS JANICE & ROBERT B
P O BOX 1741
JACKSONVILLE, TX 75766

JUSTIN CHAMBLESS
1110 CR 3107
JACKSONVILLE, TX 75766



Lake Jacksonville Advisory Board Snapshot

Date of meeting: Monday, January 23, 2023 @ 12:00 PM

Item: REVIEW AND CONSIDER A VARIANCE TO ALLOW FOR A HABITABLE STRUCTURE
OVER THE WATER ON LAKE JACKSONVILLE AND TO ALLOW FOR A TWO-STORY
STRUCTURE OVER THE WATER LOCATED AT 1110 CR 3107

	YES	NO
Barry Autry	<u>X</u>	<u> </u>
Steve Hazlewood	<u>X</u>	<u> </u>
Robert Sadler	<u>X</u>	<u> </u>
Vickie Lough	<u>X</u>	<u> </u>
Mary Claudia Swanson	<u>X</u>	<u> </u>

of Citizens Present: 1

of citizens who voted for: 1

of citizens who voted against: 0

The Lake Jacksonville Advisory Board met in a Public Hearing held on Monday, January 23 at 12:00 PM at
City Hall to review two requested variances, a structure over the water and a two-story structure.
Justin Chambless, the applicant stated to the board they are remodeling their boathouse. Mr. Chambless
stated all sewer would be located on land, they would not be impeding on anyones view as they have
500-600 feet of water frontage. The land they have is steeply sloped making it difficult to build on. The board
A motion was made to approve the two variance request as presented.

**JACKSONVILLE LAKE JACKSONVILLE ADVISORY BOARD MEETING
MONDAY, JANUARY 23, 2023
JACKSONVILLE CITY HALLEXECUTIVE CONFERENCE ROOM
315 S. RAGSDALE
12:00 PM**

Meeting Items

CALL TO ORDER

Mr. Autry called the meeting to order at 12:11 PM.

APPROVAL OF MINUTES

Mr. Hazlewood made a motion to approve the minutes from July, 12, 2021 as written. Mr. Sadler seconded the motion. Mr. Autry called for a vote. All members voted aye. Motion carries.

A) PUBLIC HEARING REVIEW AND CONSIDER A VARIANCE TO ALLOW FOR A HABITABLE STRUCTURE OVER THE WATER ON LAKE JACKSONVILLE AND TO ALLOW FOR A TWO-STORY STRUCTURE OVER THE WATER LOCATED AT 1110 CR 3107.

Mr. Autry opened the meeting up to the applicant or to those in favor. Justin Chambless, the applicant, was present. Mr. Chambless stated they are remodeling their boathouse and would like to make a 2-story structure over the water. Mr. Chambless stated they would have the sewer and bathroom on land. Mr. Chambless stated his property is very sloped and difficult to build on and that they own 500-600 feet of water frontage so it would not be blocking anyone. Mr. Autry closed that portion of the meeting. Mr. Autry opened the meeting up to those in opposition. No one was present. Mr. Autry closed that portion of the meeting. Mr. Autry opened the board up for discussion. Mr. Sadler stated it is a pre-existing pier and all the plumbing will be on land, so he sees nothing wrong. Mrs. Swanson stated she was fine with it. Mrs. Lough stated she agreed with Mr. Sadler. Mr. Sadler made a motion to extend the acceptance of both the height requirement and the habitable structure over the water due to the slope of the lot and not impeding anyone's view. Mrs. Lough seconded the motion. Mr. Autry called for a vote. All members voted aye. The motion carries.

CITIZEN PARTICIPATION

QUESTIONS, COMMENTS, DISCUSSION

Mr. Hubbard stated that in the Lake Advisory Board rules, the board needs to meet at least once a quarter. Mr. Hubbard also stated he would like to discuss dredging, wake regulations, variance notice procedure, amongst other things in the future at the upcoming meetings. Mr. Autry and the board discussed a day to meet. All agreed on Tuesday, March 7th at 12:00 PM.

ADJOURN

Mr. Autry adjourned the meeting at 12:44 PM.



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>11.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Kristie Marks,</u> <u>ADMINISTRATIVE ASSISTANT</u>
INITIATED BY:	<u>Chris Silvey, BUILDING</u> <u>INSPECTOR</u>	EXHIBITS:	<u>Agenda Packet 1.17.23, Minutes</u> <u>1.17.23, P&Z Snapshot 1.17.23</u> <u>1521 E Rusk, Ordinance Special</u> <u>Use Permit 1521 E. Rusk</u>

EXECUTIVE SUMMARY:

The Planning and Zoning Commission met in a Public Hearing on Tuesday, January 17, 2023 at 12:00 PM. The subject property, 1521 E Rusk, was previously known as Gardendale Nursing Home. The applicant, HX Group LLC, is requesting a zone change from B (One and Two Family) to C (Multifamily) and a Special Use Permit to allow for a convalescent home.

RECOMMENDED ACTION:

Staff recommends approval of the item.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**



THE CITY OF JACKSONVILLE

**PLANNING AND ZONING BOARD MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, JANUARY 17, 2023
12:00 PM**

**CLAUDE ARMSTRONG
BECKY PAVLETICH
ELAINE MCDONALD
BRENDA STAHELIN
ANDY CALCOTE**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE.**
- 4. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 5. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 6. CITIZEN PARTICIPATION**
- 7. QUESTIONS, COMMENTS, DISCUSSION**
- 8. ADJOURN**

Posted this the 13th day of January 2023.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Clerk

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devices); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.

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Public Notice

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Source Jacksonville Progress

Category Public Notice

Published Date January 7, 2023

Notice Details

CITY OF JACKSONVILLE PLANNING & ZONING COMMISSION NOTICE OF PUBLIC HEARING
TUESDAY, JANUARY 17, 2023, AT 12:00 P.M. CITY HALL 315 S. RAGSDALE STREET,
JACKSONVILLE, TEXAS 75766 The Planning & Zoning Commission will hold a public hearing for
the following requests: REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF
SAM BOLES ROAD ON MYRTLE DRIVE. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC
INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND
TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A
CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL
CONSIDERATION. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL
AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC
SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL
CONSIDERATION. This item is currently scheduled to appear before the City Council on
TUESDAY, FEBRUARY 14, 2023, at 6:00 P.M. in the Council Chambers of City Hall, 315 S.
Ragsdale Street, Jacksonville, Texas, 75766.

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JACKSONVILLE PLANNING AND ZONING BOARD MEETING
TUESDAY, DECEMBER 20, 2022
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER

Mr. Armstrong called the meeting to order at 12: 00 PM.

PUBLIC HEARING

Mr. Armstrong declared the meeting open to the public.

APPROVAL OF MINUTES

Ms. McDonald made a motion to approve the minutes as written. Mrs. Pavletich seconded the motion. Mr. Armstrong called for a vote, all members voted aye.

CONSIDER A REQUEST FOR A SPECIAL USE PERMIT LOCATED AT 540 EL PASO STREET.

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated the subject property had a previous SUP approved on May 14, 2019, but due to a fire on June 12, 2022 that destroyed 50% or more, the original SUP was voided, and that Ms. Graham's plan is to use the carriage house until construction is finished on the main house. Mr. Hubbard also mentioned The City is an advocate and has no concerns regarding a new SUP. Mr. Hubbard did mention in the prior SUP there was a clause stating the City needed copies of contracts for a valet service and didn't feel that it was warranted moving forward. Mr. Armstrong opened the meeting up to the applicant or to those in favor. Whitney Graham was present. Mrs. Graham, stated she had a structural engineer on site and planned on redoing all the baths, all new electrical in the kitchen, plumbing, trusses and shoring. Ms. Graham stated the historical value is still there and intact and has plans to divide electricity, gas and plumbing from the main house to the carriage house. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Hubbard did state that the mayor and himself received a call regarding information but no concerns were listed. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald stated she saw no problems with reinstating the SUP. Mr. Armstrong asked for clarification regarding the valet service. Mr. Hubbard stated in the previous SUP that the City was asking for copies of valet parking contracts and that there hadn't been any issues with parking or traffic in the area. Mr. Armstrong closed that portion of the discussion. Mrs. Pavletich made a motion to approve the requested SUP at 540 El Paso St with the recommendations. Ms. McDonald seconded the motion. Mr. Armstrong called for a vote, all members voted aye. Motion carries.

CONSIDER A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR A CHANGEABLE ELECTRONIC MESSAGE SIGN LOCATED AT 701 S. MAIN STREET.

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated that due to the new sign ordinance that was adopted, all Changeable Electronic Message Signs now require an SUP. Mr. Hubbard stated that with tech advances and cost lowering they will look at them on a case by case basis. Mr. Hubbard stated there is an existing monument shell located at 701 S. Main St. Mr. Armstrong opened the meeting up to the applicant or to those in favor. David Peters, the applicant, was unable to attend. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald asked if there was a time frame or if it could be on 24/7. Mr. Hubbard stated there is no ordinance against it. Mr. Calcote made a motion to approve the SUP request as long as it complied with City ordinance. Mrs. Pavletich seconded the motion. Mr. Armstrong asked for a vote. All members voted aye, Motion carries.

REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE

Mr. Hubbard stated the applicant did not submit everything needed and that it would be on the next Planning and Zoning agenda in January.

CITIZEN PARTICIPATION

QUESTIONS, COMMENTS, DISCUSSION

DECEMBER 20, 2022
PAGE 2

ADJOURN

Mr. Armstrong adjourned the meeting at 12:25 PM.



City of Jacksonville Zoning Application

Request: Please check the type of zoning you are requesting:

- ☐ General Zone Change (see fee ordinance for the current fee; fee is nonrefundable)
- ☒ Special Use Permit (see fee ordinance for the current fee; fee is nonrefundable)
- ☐ Temporary Use Permit (see fee ordinance for the current fee; fee is nonrefundable)

A **General Zone Change** is a request by an Applicant for a change in a designated Zoning District within the City limits of the City of Jacksonville. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES IN ZONING DISTRICTS)

A **Special Use Permit** is a permit requested for a land use not permitted by right in the Zoning District in which the special use permit is being sought. Each Zoning District has specific Special Use Permits. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES OF ZONING DISTRICTS)

A **Temporary Use Permit** is a request initiated by a property owner, or authorized agent, by filing an application with the Planning and Zoning Commission. The application shall be accompanied by a site plan, drawn to scale, showing the location and arrangement of the proposed temporary use. A Temporary Use Permit is for temporary use of property for an event or action that is not to be construed as permanent.

Applicant Information

Name/Entity: HX Group LLC / Joseph Lee

Street Address: **City:** **State:** **Zip:**

Telephone Number: 909-331-5999 **Email:** hxgroup@yahoo.com

Property Owner Information

(complete if different than Applicant; if different, *Authorized Agent Form* is required)

Name/Entity:

Street Address: **City:** **State:** **Zip:**

Telephone Number: **Email:**

Property Information (to be rezoned)

Lot: A41 TR12 **Block:** 3413 **Addition:**

Street Address: 1521 E. Rusk St. **City:** Jacksonville **State:** TX **Zip:** 75766

Plat Page No(s) (if applicable):

Current Zoning District: B 1 & 2 Family



City of Jacksonville Zoning Application

Request Information

Requested Zoning District: C - Multifamily

Requested Special Use Permit: Convalescent/Nursing Home⁺

STATEMENT REGARDING RESTRICTIVE COVENANTS/DEED RESTRICTION:

I have searched all applicable records, and to my best knowledge and belief, there are no restriction covenants that apply to the property as described in Part I (B) which would conflict with this rezoning request.

Applicant Name: Joseph Lee

Applicant Signature:

Date:



CITY OF JACKSONVILLE
1220 S Bolton St., Jacksonville, TX 75766
Phone: 903-589-3510 customerservice@jacksonvilletx.org
Call or email for Inspection

COMMERCIAL ADDITION PERMIT

PERMIT #: 1181

Date Issued: 12/08/2022

JOB ADDRESS: 1521 E Rusk

Issued By: jkv.kmarks

Description of Work: ZONING MODIFICATION W/SUP

Parcel No:

Subdivision:

Zoning:

Building Valuation:

Occupancy	Type	Factor	Sq Feet	Valuation
-----------	------	--------	---------	-----------

TOTALS

Owner: HX LLC
1521 E Rusk
Jacksonville TX 75766

Owner Phone:

Contractor: HX LLC
1521 E Rusk
Jacksonville TX 75766

Email:
Phone:
Business Lic:

FEE CODE	QTY	DESCRIPTION	AMOUNT
ZONING		ZONING MODIFICATION	\$ 75.00
TOTAL			\$ 75.00

This permit is non-transferable and expires 180 days from issue if work has not commenced, or if construction ceases for a period of 180 days. The undersigned applicant acknowledges that he is responsible for calling for each inspection required for this project before beginning the next phase of construction. THIS INCLUDES A FINAL INSPECTION FOR ALL TYPES OF CONSTRUCTION. Permission is hereby given to commence the above described work, according to the conditions hereon and in accordance with the approved plans and specifications pertaining thereto. The permit or approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable City of Jacksonville ordinances, federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations and the Americans with Disabilities Act, City staff may advise the applicant of issues regarding State and Federal laws that the City staff member believes would be helpful to the applicant, but any such advice or comment is not a determination or interpretation of Federal or State law or regulation.

All commercial dumpsters must be provided by Republic per City Ordinance. (800) 678-7274

Signature: Chris Silvey

Date: 12-08-22



CITY OF JACKSONVILLE, TX

315 S Ragsdale
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

Commercial Building Permit Application

Business Name:		Primary Contact Name:	
HX LLC		Joseph Lee	
Phone (Cell Phone Preferred):		Email Address:	
909-331			
Project Address:	City:	State:	Zip Code:
1521 E RUSK ST	Jacksonville	TX	75766
Lot:	Block:	ABS/SUBD:	
8.23 acre			
Occupancy Classification:	Total Job Cost:	Total SQ. Footage Under Roof:	

The items listed below must be checked if applicable to your commercial project. If any items needed below for plan review are not submitted, then the City of Jacksonville Inspection Department will not accept drawings for review. For explanation of checklist items, please refer to description (building permit) handout.

Please include two sets of complete plans and specifications consisting of the following (18" x 24" minimum).

- ☐ SITE PLAN SHOWING: EASEMENTS, UTILITIES, STRUCTURES, DRAINAGE PLAN, EROSION CONTROL, WATER SHED, PARKING AND SETBACKS OF BUILDING FROM PROPERTY LINES
- ☐ FOUNDATION PLAN
- ☐ FLOOR PLAN
- ☐ PLUMBING DRAWINGS ON PLAN
- ☐ ELECTRICAL DRAWINGS ON PLAN
- ☐ MECHANICAL DRAWINGS ON PLAN
- ☐ ENGINEERING AND/OR ARCHITECT SEALS WHERE REQUIRED BY STATE LAW (COMMERCIAL OVER 5,000 SQ. FT. OR CLEAR SPANS 24 FT OR GREATER)
- ☐ SOIL REPORTS AND DESIGN SPECIFICATIONS (NEW COMMERCIAL OVER 5,000 SQ. FT.)
- ☐ TAS (TEXAS ACCESSIBILITY STANDARDS) REGISTRATION NUMBER (COMMERCIAL OVER \$50,000 IN COST)
- ☐ ASBESTOS SURVEY BY LICENSED PERSONNEL (COMMERCIAL REMODEL OR DEMOLITION)
- ☐ COMCHECK-ENERGY COMPLIANCE
- ☐ ELEVATION CERTIFICATE BY LICENSED ENGINEER OR SURVEYOR (BUILDINGS WITHIN 100 YEAR FLOODPLAIN)
- ☐ FIRE SPRINKLER SYSTEM AND/OR FIRE/SMOKE DETECTION SYSTEM PLANS
- ☐ FIRE SEPARATION RATINGS/FIREWALL PLANS
- ☐ TPDES STORM WATER PERMIT (MUST BE POSTED ON THE JOB AS REQUIRED BY THE STATE OF TEXAS)

****All commercial dumpsters must be provided by "Republic Services" per City Ordinance.****

Signature:	Date:
Joseph Lee	12/2/2022

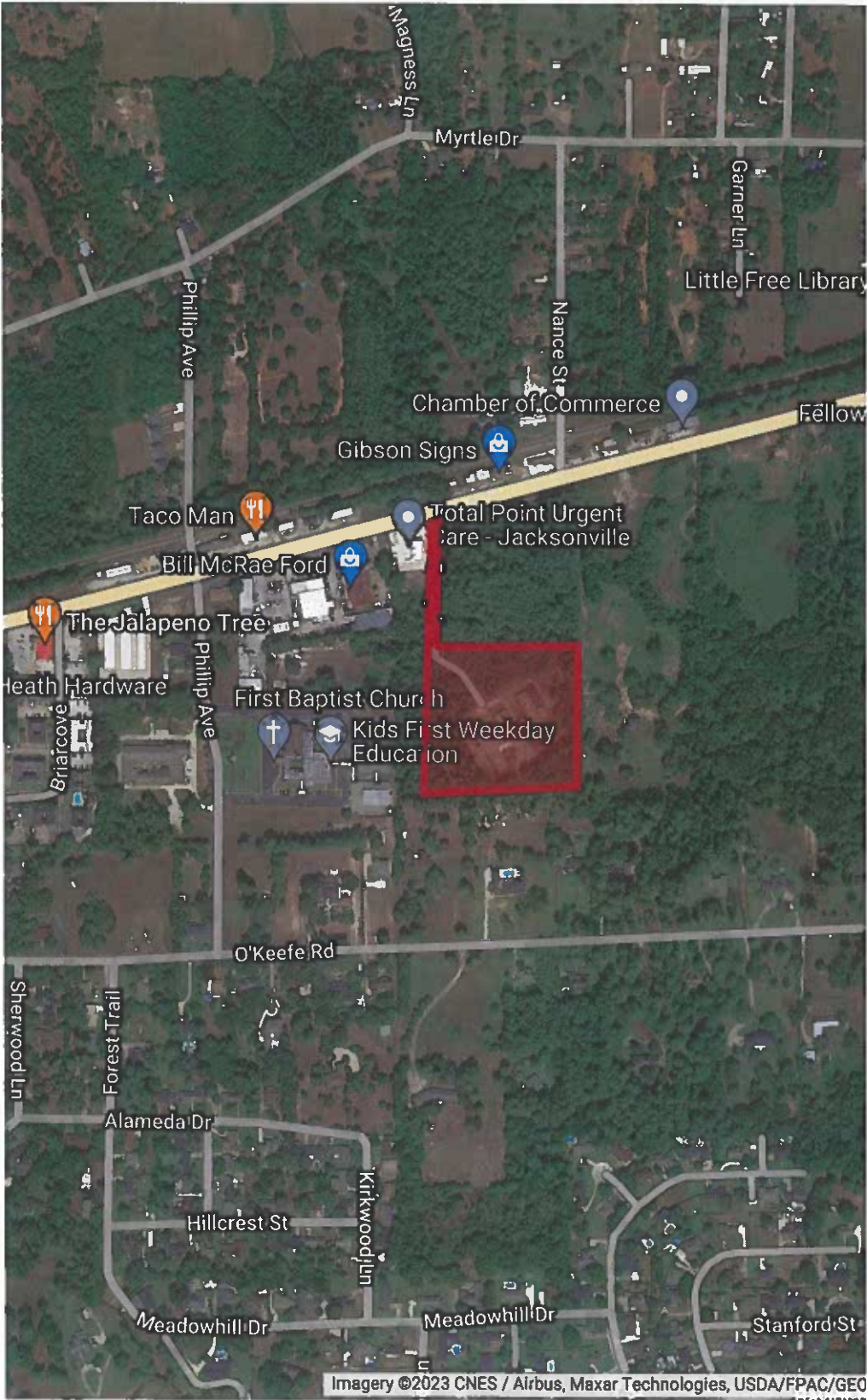
Revised November 2021

SUP for Nursing Home

Untitled layer



Property Boundary



Property Address	Zip Code	Owner Name	Mailing Street
1719 E RUSK ST	75766	CALDERON,ANN MARTINE	1719 E RUSK ST
1604 OKEEFE RD	75766	CONFIDENTIAL NAME	Confidential
1510 OKEEFE RD	75766	COX KELLY AND JANNA	1510 OKEEFE RD
1610 E RUSK ST	75766	CRANE,KENNETH BARNUM	1610 E RUSK ST
1608 E RUSK ST	75766	D,WARREN ROGER &JACKIE D D	509 COUNTY ROAD 1424
210 PHILIP ST	75766	FIRST BAPTIST CHURCH OF JACKSONVILLE	P O BOX 1228
NO ADDRESS ASSIGNED	75766	FIRST PRIME REALTY INC	1295 TRAILRIDGE DR
1521 RUSK E JACKSONVILLE	75766	GARDENDALE REALTY LLC	111 CLIFTON AVE
1608 OKEEFE RD	75766	GORHAM RANDALL R & CHERYL J	1608 O'KEEFE RD
1515 E RUSK ST	75766	JACKSONVILLE VENTURE	1511 E RUSK ST
1610 E RUSK ST	75766	JONES BESS ELLEN	2309 O'KEEFE ROAD
1508 OKEEFE RD	75766	MCWILLIAMS JASON C AND AMANDA I	1508 OKEEFE RD
1604 OKEEFE RD	75766	NOT AVAILABLE FROM COUNTY	
1610 OKEEFE RD	75766	PARKER, TROY	1610 OKEEFE RD
1517 RUSK E JACKSONVILLE	75766	SCF RC FUNDING IV LLC	47 HULFISH STREET SUITE 210
1510 OKEEFE RD	75766	SORRELLS,JAMES G & VIRGINIA	1510 OKEEFE RD
1517 E RUSK ST	75766	SRI SAI JACKSONVILLE LLC	1601 ELM ST STE 4210
1508 OKEEFE RD	75766	VOSS,ROY E & BOBBI A	1508 OKEEFE RD
1608 E RUSK JACKSONVILLE	75766	WARREN ROGER D AND JACKIE D	509 CR 1424

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: Myrtle Estates
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Owner: Name Adam Meredith Dodson
Address 790 County Rd. 3906 Jacksonville, Tx
Telephone _____

3. Licensed Surveyor or Engineer:

Agent: Name Monty Nixon - Summit Surveying, Inc.
Address 2040 Deerbrook Dr. Tyler, Tx 75703
Telephone 903-561-9544

4. Location of proposed subdivision: Myrtle Drive

5. Easement or other restrictions on property (describe generally):

Proposed Drainage, Utility Easements AS SHOWN ON PLAT

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

Myrtle Community LLC (west), Union Pacific Railroad (south)

Afton Grove Wreath Supply (East), Jackie Blaschke (North), Keith Fleming (North) CONT'D.

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

8. The undersigned hereby requests approval by the Planning and Zoning Commission of the above identified subdivision plat.

Signature  Monty Nixon Date 11/30/22

This will acknowledge receipt of _____ in payment of the fee for the above requested approval of applicant's preliminary/final plat made payable to the City of Jacksonville:

Date: _____ Signed: _____

****ALL TAX CERTIFICATES MUST BE PRESENTED BEFORE FILING OF THE FINAL PLAT. NO TAX RECEIPTS WILL BE ACCEPTED. ****

PRESENT THE FOLLOWING CHECKS WITH YOUR APPLICATION.

MAKE TWO SEPARATE CHECKS: 1. City of Jacksonville \$136.00

2. Cherokee County Clerk: \$ 61.00

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: _____
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Name _____
Address _____
Telephone _____

3. Licensed Surveyor or Engineer:

Name _____
Address _____
Telephone _____

4. Location of proposed subdivision: _____

5. Easement or other restrictions on property (describe generally):

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

ADAM, Meredith Denson (North), Carolina Lopez (North), Guadalupe Calvillo (North),
Victor Aguilar (North), Katherine Patterson (North)

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

8. The undersigned hereby requests approval by the Planning and Zoning Commission of the above identified subdivision plat.

Signature _____ Date _____

This will acknowledge receipt of _____ in payment of the fee for the above requested approval of applicant's preliminary/final plat made payable to the City of Jacksonville:

Date: _____ Signed: _____

****ALL TAX CERTIFICATES MUST BE PRESENTED BEFORE FILING OF THE FINAL PLAT. NO TAX RECEIPTS WILL BE ACCEPTED. ****

PRESENT THE FOLLOWING CHECKS WITH YOUR APPLICATION.

MAKE TWO SEPARATE CHECKS: 1. City of Jacksonville _____
2. Cherokee County Clerk: \$ 61.00____

TAX CERTIFICATE

ACCT # 107109000
DATE 12/01/2022
KR



CHEROKEE COUNTY TAX OFC
135 SOUTH MAIN COURTHOUSE
RUSK, TEXAS 75785
(903) 683-5478

Cert# 220079
FEE 10.00

Property Description	
A 41 BLK 3408 TR 11 J PINEDA H07	PROP TYPE-E4 PCT OWNER-
VL-2702 PG-488 DT-060222	
TOWN -	LOCATION-
ACRES - 16.847	

Values	
LAND MKT VALUE 70,750	IMPR/PERS MKT VAL
LAND AGR VALUE	MKT. BEFORE EXEMP 70,750
EXEMPTIONS GRANTED: NONE	LIMITED TXBL. VAL

MCGARRAHAN CHRISTOPHER MARK AND NAFISA A
626 HUNTWICK LN
TYLER TX 75703

Tax certificate is issued with most current information available. If account is subject to change such as exemption removal, per Section 26.15 Texas Property Tax Code, additional tax may be due. Taxes have been paid up to and including year 2022.

TAXES 2022	LEVY	P&I	ATTY FEES	AMT DUE
	.00	.00	.00	.00
	-----	-----	-----	-----
	.00	.00	.00	.00
				=====
		TOTAL DUE 12/2022		.00
ACCT # 107109000		TOTAL DUE 01/2023		.00

BREAKDOWN OF TAX DUE BY JURISDICTION				
JURISDICTION	LEVY	P&I	ATT FEES	TOTAL
CHEROKEE COUNTY	.00	.00	.00	.00
LATERAL ROAD	.00	.00	.00	.00

TAX LEVY FOR THE CURRENT ROLL YEAR: COUN 261.78
TAX LEVY FOR THE CURRENT ROLL YEAR: LTRD 106.13
TOTAL TAX LEVY FOR THE CURRENT ROLL YEAR 367.91
REQUESTED BY:
SUMMIT SURVEYING

Shonda Petter

Signature of authorized officer of collecting office





SUMMIT SURVEYING, INC.
2040 DEERBROOK DR. • Tyler, Texas 75703
PH (903) 561-9544 FAX (903) 561-9545
TBPLS Firm No. 10081000

LETTER OF TRANSMITTAL

TO: City of Jacksonville
Attention: Chris Silvey

WE ARE SENDING YOU

Blue Prints

Reproducible

Diskette

Land Description

Other

Date 11-30-22	22-056
Myrtle Estates	

COPIES	DATE	NO.	
6			Preliminary Plat
1			Application, Tax Certificate, Check No. 23991 \$136.00 (City)
			Check No. 23990 \$61.00 (County)

THESE ARE TRANSMITTED as checked below:

For approval

For your use

☒

As requested

For review and comment

SIGNED:


MONTY NIXON, RPLS

DELIVERY VIA: ☐ MAIL ☐ OVERNIGHT ☒ HAND DELIVERY ☐ PICK-UP ☐ OTHER

0-----
DATE : 12/1/2022 10:28 AM
OPER : KM
KBY : km
TERM : 9
REC# : R00121898
=====

BP-easy pay BUILDING PERMIT 136.00
1165 136.00CR
Myrtle Estates S/D
Myrtle Drive S/D
RES-NEW 136.00CR

Paid By:Myrtle Estates S/D
K 136.00 REF:23991

APPLIED 136.00
TENDERED 136.00

CHANGE 0.00

Preliminary Plat Checklist and Comments

Applicant Name	Monty Nixon	Applicant Phone	903-561-9544
Applicant Email	mInsummit@tyler.net		
Subdivision Name	Myrtle Estates		
Date Received		Fees Paid	\$75
Planned P&Z Date	17 JAN 2023		
1. Submittal Information			
1a	☒	Six (6) copies received with a scale of one hundred (100) feet to the inch	
2. Existing Features Inside Subdivision			
2a	☒	Existing boundary lines of the land to be subdivided. Boundary Lines shall be drawn heavy.	
2b	☒	Location of existing water courses, highways and roads, and other similar drainage and transportation features, and other important features, such as township lines, political subdivisions or corporation lines, and school district boundaries.	
2c	☐	Location and width of existing streets, alleys, easements, buildings, and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract with pipe sizes, grades and locations indicated.	
2d	☒	Topographical information contour lines at two-foot intervals. All elevations shall be referred to U.S.C.G.S. datum.	
2e	☒	The tract designation and other description according to the real estate records of the county clerk or assessor.	
3. Existing Features Outside Subdivision			
3a	☒	The property lines and name of adjoining property owners in unsubdivided tracts.	
3b	☒	The name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., it shall also show how these features connect or relate to streets and alleys of the proposed subdivision. All lines outside of the boundaries of the subdivision to be drawn in dashes.	
3c	☐	Right-of-Way dedication.	
4. New Features Inside Subdivision			
4a	☒	The proposed name of the subdivision.	
4b	☐	The location, width, and names of proposed streets.	
4c	☐	The locations, numbers, and approximate width and depth of all lots, blocks, and other uses. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.	
4d	☒	Designation of the proposed uses of the land within the subdivision.	
4e	☐	The location of building lines, alleys, and easements.	
4f	☒	The location and approximate dimensions and size of sites for schools, churches, parks, public buildings, and other special land uses, together with the purpose, conditions, and limitations of such uses, if any.	
4g	☒	The approximate acreage of the property to be subdivided.	
4h	☐	A plan of the proposed water and sewer lines and proposed drainage of facilities including drainage areas, calculated run-off, and points of concentration.	
4i	☒	The proposed location of fire hydrants and their spacing, and that the same has been approved by this office as to location and spacing.	



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Background

At the July 13, 2021 meeting, City Council adopted Ordinance O-2021-01 revising the City's Sign Regulations. This update came after almost two decades without a change and was the result of work in partnership with Planning Concepts and the Jacksonville Economic Development Corporation (JEDCO). The update includes measures to improve safety and beauty along commercial routes. In general, the new regulations include: 1) an expanded list of allowable sign types 2) additional clarity on prohibited sign types 3) further limitations on new billboards.

Enforcement of the new ordinance began in February 2022.

The Committee

At the April 7, 2021 City Council Agenda Workshop, staff provided a progress update regarding implementation of the updated sign regulations. Staff cited challenges and concerns fielded from businesses while making progress regulating temporary signs. Upon hearing the concerns, City Council directed staff to establish an ad hoc committee to review the sign ordinance.

The six-member Ad Hoc Sign Committee was established and began meeting in May.

Meeting dates

- 1 May 26
- 2 June 2
- 3 June 21

Committee Members

- | | | | |
|---|-----------------|---|--|
| 1 | John Atkinson | - | Peoples Church |
| 2 | Wesley Dyer | - | Dyer's Premier Portable Buildings and Trailers |
| 3 | Brenda Stahelin | - | Ebby Halliday Real Estate |
| 4 | James Crane | - | Gibson Signs |
| 5 | Chad DeVillier | - | Prime Controls and JEDCO Director |
| 6 | Theresa McCrary | - | Dave's Automotive and Towing |



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Findings

The Committee reviewed the existing sign regulation ordinance to include prohibited sign types, allowable temporary sign types, and permanent sign regulations. Most of the Committee's focus was on regulations relating to temporary and prohibited signs.

The Committee's effort resulted in six (6) recommendations.

Recommendations

1. Grand Opening Signage

Current:

Temporary signs advertising the grand opening of a business may be permitted for thirty (30) days. Grand opening signs are limited to one (1) sign per lot and must comply with the size and location requirements of this section. Sec. 3(d)(3)

Recommendation:

The following regulations apply to grand opening signage permits:

Eligibility: Upon issuance of a certificate of occupancy and within one year thereafter, a business shall be allowed to receive a grand opening sign permit when one of the following conditions applies:

- a. When a certificate of occupancy has been issued to the new business, or
- b. When a certificate of occupancy has been issued to an existing business which has substantially remodeled and the cost of the renovation exceeds sixty (60) percent of the current value of the building or lease-space, excluding the value of the land, according to the most recently approved tax roll.
- c. Change of business ownership

Allowable Signs: Allow all sign types so long as their size and placement does not create a safety concern.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Permit: A permit shall be required for a business to utilize the grand opening signage provisions. No permit fee shall be required for a grand opening sign permit. The use of a grand opening sign permit shall have no effect on the number of subsequent temporary sign permits that may be authorized for a business occupancy.

Duration: A grand opening sign permit shall be valid for a period not to exceed thirty (30) consecutive calendar days. Change of business ownership permits shall not exceed fifteen (15) consecutive calendar days.

2. Temporary Signs

Current:

Allowable Type: Banner and coroplast signs

Duration: Seven (7) days per calendar quarter

Permit Fee: \$25

Location: One temporary sign is allowed per lot. If the lot has more than one (1) business or tenant, two (2) temporary sign permits per quarter year may be issued. Multiple signs may not be displayed concurrently.

Recommendation:

Allowable Type: Banner and coroplast signs

Duration: Thirty (30) days per calendar quarter

Permit Fee: \$50

Location: allow concurrent display on lots with more than one (1) business.

3. Wall Signs

Recommendation:

Add language clarifying that any sign type attached in a permanent fashion is allowed so long as it meets the requirements of the wall signs. Clarify that banner-type signs may be permanently mounted and used as wall signs.

Memo



Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommend a solid substrate such as plastic or metal. Enforce sign condition standards.

4. Sandwich Board Signs and Blade Signs

Current:

"Blade" signs are only permitted in the Jacksonville Downtown Core (JDC) boundaries. "Sandwich Board" signs are allowed in all non-residential zoning districts, but only signs located in the (JDC) are allowed to contain a commercial or advertising message. Signs outside of the JDC are only allowed to display "information."

Figure 2 — Jacksonville Downtown Core (JDC)



Jacksonville Downtown Core (JDC)



JDC Boundary



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

"Blade" and "Sandwich Board" signs should have the same regulations in all non-residential zoning districts.

5. Residential Flagpoles and Flags

Current:

Flags and flagpoles.

Flags and flagpoles are allowed as follows:

- a. Single-family residential lots.
 - i. Only one (1) flagpole is permitted on any single-family residential lot;
 - ii. There shall not be more than two (2) flags on the flagpole at any time;
 - iii. In lieu of a flag pole, a single family residence may have up to two (2) flags on individual poles mounted to the residential structure;
 - iv. No flag or flagpole on any single-family residential lot shall bear a commercial message;
 - v. Flags shall not exceed twenty-four (24) square feet in area; and
 - vi. Flagpoles shall not exceed twenty-five (25) feet in height.
 - vii. A sign permit is not required.

Recommendation:

Remove regulation related to the number of flagpoles and flags allowed per pole. Add provision requiring flags and flagpoles to be maintained in good condition free of significant corrosion, deterioration, tears, and fraying.

6. Feather Pennant Signs

Current:

Sign type prohibited on all occasions.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

Allow: one (1) feather pennant per driveway access during business hours. No more than three (3) signs per property. Properties with undefined driveway approaches shall be entitled to one (1) feather pennant regardless of the number of tenants.

Permit: none required

**JACKSONVILLE PLANNING AND ZONING BOARD MEETING
TUESDAY, JANUARY 17, 2023
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
12:00 PM**

Meeting Items

CALL TO ORDER

Ms. McDonald called the meeting to order at 12:03 PM.

APPROVAL OF MINUTES

Mrs. Pavletich made a motion to approve the minutes from December 20, 2022 as written. Mrs. Stahelin seconded the motion. Ms. McDonald called for a vote. All members voted aye. Motion carries.

REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE.

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated we previously approved a zone change for the location in August of 2022. Mr. Hubbard stated the preliminary plat is under 17 acres and has 58 lots. Lot 1 is zoned C (Multi Family) and lots 2-58 is zoned A (Single Family). Mr. Hubbard stated everything is in compliance and staff recommends approval of the preliminary plat. Mrs. Pavletich made a motion to approve the preliminary plat as presented. Mrs. Stahelin seconded the motion. Ms. McDonald asked for a vote. All members voted aye. Motion carries.

A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.

Mr. Silvey presented to the board the item on the agenda. Mr. Silvey stated the subject property was formerly known as Gardendale Nursing Home and staff recommended to the new owners a zone change and a Special Use Permit. Mr. Silvey stated the owners want to open the nursing home back up. Ms. McDonald opened the board up to the applicant or to those in favor. No one was present. Ms. McDonald closed that portion of the meeting. Ms. McDonald opened the meeting up to those in opposition. No one was present. Ms. McDonald opened the board up for discussion. Mrs. Pavletich stated it is a great opportunity to use the facilities. Mrs. Stahelin made a motion to approve the item as requested. Mrs. Pavletich seconded the motion. Ms. McDonald called for a vote. All members voted aye. Motion carries.

A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.

Mr. Hubbard closed the Public Hearing for the meeting and presented in detail the item on the agenda. Mr. Hubbard stated the Ad Hoc Sign Review Committee met 4-5 times to discuss possible changes to the sign ordinance. Mr. Hubbard stated there are 6 recommendations which need overview. Mrs. Pavletich made a motion to approve the changes for recommendation to council. Mrs. Stahelin seconded the motion. Ms. McDonald called for a vote. All members voted Aye. Motion carries.

CITIZEN PARTICIPATION

QUESTIONS, COMMENTS, DISCUSSION

ADJOURN

Ms. McDonald adjourned the meeting at 12:22 PM.



Planning and Zoning Commission Snapshot

Date of meeting: Tuesday, January 17, 2023 @ 12: 00 PM

Item: PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUES-
TED ZONE CHANGE AT 1521 E RUSK ST FROM B(ONE AND TWO FAMILY) TO C(MULTI-
FAMILY) AND ISSUE A SUP TO ALLOW FOR A CONVALESCENT HOME. B.) VOTE ON
RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.

	YES	NO
Claude Armstrong	☐	☐
Elaine McDonald	☒	☐
Becky Pavletich	☒	☐
Brenda Stahelin	☒	☐
Andy Calcote	☐	☐

of citizens present: 3

of who voted for: 0

of who voted against: 0

The Planning and Zoning Commission met in a Public Hearing held on January 17, 2023
at City Hall to review a requested zone change and special use permit to allow for a
convalescent home. Mr. Silvey stated the location was previously Gardendale Nursing Home
and staff recommended to the applicant a zone change and special use permit as a first step.
A motion was made to approve the zone change and the special use permit as requested.

ORDINANCE NO. [REDACTED]

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF JACKSONVILLE, TEXAS TO REZONE FROM ZONE “B” ONE AND TWO FAMILY TO "C"-MULTI FAMILY-SPECIAL USE PERMIT, A-41 TR12, 1521 E. RUSK, CITY OF JACKSONVILLE, TEXAS; HX GROUP LLC/JOSEPH LEE, APPLICANT.

WHEREAS, the City Council of the City of Jacksonville, Texas desires to rezone from Zone “B” One and Two Family To "C"-Multi Family-Special Use Permit, A-41 Tr12, 1521 E. Rusk, City Of Jacksonville, Texas; HX Group LLC/Joseph Lee, Applicant

WHEREAS, all notices and public hearings required in connection with the Zoning Amendment contained herein have been duly given and held in compliance with the Zoning Ordinance of the City of Jacksonville and State Law; and

WHEREAS, the Planning and Zoning Commission of the City of Jacksonville, Texas had heretofore received an application for that purpose and referred the same to the City Council with a favorable recommendation and report of said Zoning Commission; and

WHEREAS, the change of zoning classification hereinafter adopted for the subject property will promote the public health, peace, safety, and welfare and is consistent with the comprehensive plan of the City of Jacksonville, Texas.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS AS FOLLOWS:

SECTION 1. That from and after the effective date of this ordinance, A-41 TR12, 1512 E. Rusk., City of Jacksonville, Texas is hereby rezoned from Zone “B”- One and Two Family, to "C"- Multi Family - Special Use Permit

SECTION 2. That the City Council of the City of Jacksonville, Texas hereby determines that the proposed Special Use Permit for Residential unit incidental to primary permitted use will not:

- A. Substantially increase traffic hazards or congestion
- B. Substantially increase fire hazards
- C. Adversely affect the character of the neighborhood
- D. Adversely affect the general welfare of the community
- E. Overtax the public utilities

SECTION 3. It being deemed by the City Council that this ordinance will promote and preserve the public health, peace, safety and welfare, this ordinance shall become effective immediately after its passage, approval and publication

according to law.

SECTION 4. Severability. It is the intention of the City Council of the City of Jacksonville that if any phrase, sentence, section or paragraph of this ordinance be declared unconstitutional or otherwise invalid by final judgement by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remainder of this ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase.

SECTION 5. Compliance. A notice was posted and this ordinance was passed accordance with the Texas Open Meetings Act.

SECTION 6. Effectiveness. The City Council by the City Jacksonville, Texas declares that this ordinance goes into effect after its passage, approval and publication according to law.

PASSED AND ADOPTED THIS THE 14th DAY OF FEBRUARY, 2023.

MAYOR

RANDY GORHAM

ATTEST: _____

CITY CLERK



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>12.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Kristie Marks,</u> <u>ADMINISTRATIVE ASSISTANT</u>
INITIATED BY:	<u>James Hubbard, CITY</u> <u>MANAGER</u>	EXHIBITS:	<u>Agenda Packet 1.17.23, Ad Hoc</u> <u>Sign Committee Findings,</u> <u>Ordinance-sign regulations 2023</u>

EXECUTIVE SUMMARY:

The City formed an Ad Hoc sign committee to review the present sign ordinance and make recommendations for improvements to that ordinance. The committee was composed of stakeholders and residents of the City. The committee recommended certain modifications to generally expand the allowable use of various types of sign. The proposed revisions to the sign ordinance incorporate the changes recommended by the sign committee. These recommendations were then presented to the planning and zoning commission. The Planning and Zoning Commission met in a Public Hearing on Tuesday, January 17, 2023 at 12:00 PM. Mr. Hubbard presented to the commission the Ad Hoc Sign Committee Findings, which included 6 different types of signs and the recommendations. The Planning and Zoning Commission voted to approve all the recommendations.

RECOMMENDED ACTION:

Staff recommends approval of the sign regulations.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☒	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The council approves all ordinances.



THE CITY OF JACKSONVILLE

**PLANNING AND ZONING BOARD MEETING
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
TUESDAY, JANUARY 17, 2023
12:00 PM**

**CLAUDE ARMSTRONG
BECKY PAVLETICH
ELAINE MCDONALD
BRENDA STAHELIN
ANDY CALCOTE**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE.**
- 4. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 5. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION.**
- 6. CITIZEN PARTICIPATION**
- 7. QUESTIONS, COMMENTS, DISCUSSION**
- 8. ADJOURN**

Posted this the 13th day of January 2023.

5:00 PM

CERTIFICATION

I certify that this notice was posted at City Hall for public viewing on the date and time designated above.

Greg Lowe, City Clerk

All items on the agenda are for possible discussion and action. The Jacksonville City Council or this board reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071(Consultation with Attorneys); 551.072 (Deliberations about Real Property); 551.073 (Deliberations about gifts and donations); 551.074 (Personnel Matters); 551.076(Deliberations about security devices); and 551.087(Deliberations regarding economic development negotiations).The City of Jacksonville is committed to compliance with the American with Disabilities Act (ADA). Reasonable accommodation and equal access to communications will be provided for those who provide notice to the City Clerk at (903)339-3306 at least 48 hours in advance.

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Public Notice

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Source Jacksonville Progress

Category Public Notice

Published Date January 7, 2023

Notice Details

CITY OF JACKSONVILLE PLANNING & ZONING COMMISSION NOTICE OF PUBLIC HEARING TUESDAY, JANUARY 17, 2023, AT 12:00 P.M. CITY HALL 315 S. RAGSDALE STREET, JACKSONVILLE, TEXAS 75766 The Planning & Zoning Commission will hold a public hearing for the following requests: REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE. A) PUBLIC HEARING TO HEAR AND RECEIVE PUBLIC INPUT REGARDING A REQUESTED ZONE CHANGE AT 1521 E RUSK ST FROM B (ONE AND TWO FAMILY) TO C (MULTIFAMILY) AND ISSUE A SPECIAL USE PERMIT TO ALLOW FOR A CONVALESCENT HOME. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION. A) PUBLIC HEARING TO HEAR AND RECEIVE INPUT ON POTENTIAL AMENDMENTS TO THE SIGN REGULATION ORDINANCE AS DEVELOPED BY THE AD HOC SIGN REVIEW COMMITTEE. B) VOTE ON RECOMMENDATION FOR CITY COUNCIL CONSIDERATION. This item is currently scheduled to appear before the City Council on TUESDAY, FEBRUARY 14, 2023, at 6:00 P.M. in the Council Chambers of City Hall, 315 S. Ragsdale Street, Jacksonville, Texas, 75766.

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JACKSONVILLE PLANNING AND ZONING BOARD MEETING
TUESDAY, DECEMBER 20, 2022
JACKSONVILLE CITY HALL COUNCIL CHAMBERS
315 S. RAGSDALE
12:00 PM

Meeting Items

CALL TO ORDER

Mr. Armstrong called the meeting to order at 12: 00 PM.

PUBLIC HEARING

Mr. Armstrong declared the meeting open to the public.

APPROVAL OF MINUTES

Ms. McDonald made a motion to approve the minutes as written. Mrs. Pavletich seconded the motion. Mr. Armstrong called for a vote, all members voted aye.

CONSIDER A REQUEST FOR A SPECIAL USE PERMIT LOCATED AT 540 EL PASO STREET.

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated the subject property had a previous SUP approved on May 14, 2019, but due to a fire on June 12, 2022 that destroyed 50% or more, the original SUP was voided, and that Ms. Graham's plan is to use the carriage house until construction is finished on the main house. Mr. Hubbard also mentioned The City is an advocate and has no concerns regarding a new SUP. Mr. Hubbard did mention in the prior SUP there was a clause stating the City needed copies of contracts for a valet service and didn't feel that it was warranted moving forward. Mr. Armstrong opened the meeting up to the applicant or to those in favor. Whitney Graham was present. Mrs. Graham, stated she had a structural engineer on site and planned on redoing all the baths, all new electrical in the kitchen, plumbing, trusses and shoring. Ms. Graham stated the historical value is still there and intact and has plans to divide electricity, gas and plumbing from the main house to the carriage house. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Hubbard did state that the mayor and himself received a call regarding information but no concerns were listed. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald stated she saw no problems with reinstating the SUP. Mr. Armstrong asked for clarification regarding the valet service. Mr. Hubbard stated in the previous SUP that the City was asking for copies of valet parking contracts and that there hadn't been any issues with parking or traffic in the area. Mr. Armstrong closed that portion of the discussion. Mrs. Pavletich made a motion to approve the requested SUP at 540 El Paso St with the recommendations. Ms. McDonald seconded the motion. Mr. Armstrong called for a vote, all members voted aye. Motion carries.

CONSIDER A REQUEST FOR A SPECIAL USE PERMIT TO ALLOW FOR A CHANGEABLE ELECTRONIC MESSAGE SIGN LOCATED AT 701 S. MAIN STREET.

Mr. Hubbard explained to the board in detail the item on the agenda. Mr. Hubbard stated that due to the new sign ordinance that was adopted, all Changeable Electronic Message Signs now require an SUP. Mr. Hubbard stated that with tech advances and cost lowering they will look at them on a case by case basis. Mr. Hubbard stated there is an existing monument shell located at 701 S. Main St. Mr. Armstrong opened the meeting up to the applicant or to those in favor. David Peters, the applicant, was unable to attend. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the meeting up to those in opposition. No one was present. Mr. Armstrong closed that portion of the meeting. Mr. Armstrong opened the board up for discussion. Ms. McDonald asked if there was a time frame or if it could be on 24/7. Mr. Hubbard stated there is no ordinance against it. Mr. Calcote made a motion to approve the SUP request as long as it complied with City ordinance. Mrs. Pavletich seconded the motion. Mr. Armstrong asked for a vote. All members voted aye, Motion carries.

REVIEW A PRELIMINARY PLAT OF 16.847 ACRES LOCATED EAST OF SAM BOLES ROAD ON MYRTLE DRIVE

Mr. Hubbard stated the applicant did not submit everything needed and that it would be on the next Planning and Zoning agenda in January.

CITIZEN PARTICIPATION

QUESTIONS, COMMENTS, DISCUSSION

DECEMBER 20, 2022
PAGE 2

ADJOURN

Mr. Armstrong adjourned the meeting at 12:25 PM.



City of Jacksonville Zoning Application

Request: Please check the type of zoning you are requesting:

- ☐ General Zone Change (see fee ordinance for the current fee; fee is nonrefundable)
- ☒ Special Use Permit (see fee ordinance for the current fee; fee is nonrefundable)
- ☐ Temporary Use Permit (see fee ordinance for the current fee; fee is nonrefundable)

A **General Zone Change** is a request by an Applicant for a change in a designated Zoning District within the City limits of the City of Jacksonville. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES IN ZONING DISTRICTS)

A **Special Use Permit** is a permit requested for a land use not permitted by right in the Zoning District in which the special use permit is being sought. Each Zoning District has specific Special Use Permits. Request goes before the Planning and Zoning Commission to receive a recommendation for ultimate consideration and action by the City Council. The process generally takes approximately 60-90 days. (REQUEST A COPY OF THE APPROVED LAND USES OF ZONING DISTRICTS)

A **Temporary Use Permit** is a request initiated by a property owner, or authorized agent, by filing an application with the Planning and Zoning Commission. The application shall be accompanied by a site plan, drawn to scale, showing the location and arrangement of the proposed temporary use. A Temporary Use Permit is for temporary use of property for an event or action that is not to be construed as permanent.

Applicant Information

Name/Entity: HX Group LLC / Joseph Lee

Street Address: **City:** **State:** **Zip:**

Telephone Number: 909-331-5999 **Email:** hxgroup@yahoo.com

Property Owner Information

(complete if different than Applicant; if different, *Authorized Agent Form* is required)

Name/Entity:

Street Address: **City:** **State:** **Zip:**

Telephone Number: **Email:**

Property Information (to be rezoned)

Lot: A41 TR12 **Block:** 3413 **Addition:**

Street Address: 1521 E. Rusk St. **City:** Jacksonville **State:** TX **Zip:** 75766

Plat Page No(s) (if applicable):

Current Zoning District: B 1 & 2 Family



City of Jacksonville Zoning Application

Request Information

Requested Zoning District: C - Multifamily

Requested Special Use Permit: Convalescent/Nursing Home⁺

STATEMENT REGARDING RESTRICTIVE COVENANTS/DEED RESTRICTION:

I have searched all applicable records, and to my best knowledge and belief, there are no restriction covenants that apply to the property as described in Part I (B) which would conflict with this rezoning request.

Applicant Name: Joseph Lee

Applicant Signature:

Date:



CITY OF JACKSONVILLE
1220 S Bolton St., Jacksonville, TX 75766
Phone: 903-589-3510 customerservice@jacksonvilletx.org
Call or email for Inspection

COMMERCIAL ADDITION PERMIT

PERMIT #: 1181

Date Issued: 12/08/2022

JOB ADDRESS: 1521 E Rusk

Issued By: jkv.kmarks

Description of Work: ZONING MODIFICATION W/SUP

Parcel No:

Subdivision:

Zoning:

Building Valuation:

Occupancy	Type	Factor	Sq Feet	Valuation
-----------	------	--------	---------	-----------

TOTALS

Owner: HX LLC
 1521 E Rusk
 Jacksonville TX 75766

Owner Phone:

Contractor: HX LLC
 1521 E Rusk
 Jacksonville TX 75766

Email:
Phone:
Business Lic:

FEE CODE	QTY	DESCRIPTION	AMOUNT
ZONING		ZONING MODIFICATION	\$ 75.00
TOTAL			\$ 75.00

This permit is non-transferable and expires 180 days from issue if work has not commenced, or if construction ceases for a period of 180 days. The undersigned applicant acknowledges that he is responsible for calling for each inspection required for this project before beginning the next phase of construction. THIS INCLUDES A FINAL INSPECTION FOR ALL TYPES OF CONSTRUCTION. Permission is hereby given to commence the above described work, according to the conditions hereon and in accordance with the approved plans and specifications pertaining thereto. The permit or approval granted hereby, or any inspections conducted on the site hereafter, shall not be construed as authorizing any activity in violation of any applicable City of Jacksonville ordinances, federal or state law or regulation, including but not limited to the federal Endangered Species Act and its regulations and the Americans with Disabilities Act, City staff may advise the applicant of issues regarding State and Federal laws that the City staff member believes would be helpful to the applicant, but any such advice or comment is not a determination or interpretation of Federal or State law or regulation.

All commercial dumpsters must be provided by Republic per City Ordinance. (800) 678-7274

Signature: Chris Silvey

Date: 12-08-22



CITY OF JACKSONVILLE, TX

315 S Ragsdale
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

Commercial Building Permit Application

Business Name:		Primary Contact Name:	
HX LLC		Joseph Lee	
Phone (Cell Phone Preferred):		Email Address:	
909-331			
Project Address:	City:	State:	Zip Code:
1521 E RUSK ST	Jacksonville	TX	75766
Lot:	Block:	ABS/SUBD:	
8.23 acre			
Occupancy Classification:	Total Job Cost:	Total SQ. Footage Under Roof:	

The items listed below must be checked if applicable to your commercial project. If any items needed below for plan review are not submitted, then the City of Jacksonville Inspection Department will not accept drawings for review. For explanation of checklist items, please refer to description (building permit) handout.

Please include two sets of complete plans and specifications consisting of the following (18" x 24" minimum).

- ☐ SITE PLAN SHOWING: EASEMENTS, UTILITIES, STRUCTURES, DRAINAGE PLAN, EROSION CONTROL, WATER SHED, PARKING AND SETBACKS OF BUILDING FROM PROPERTY LINES
- ☐ FOUNDATION PLAN
- ☐ FLOOR PLAN
- ☐ PLUMBING DRAWINGS ON PLAN
- ☐ ELECTRICAL DRAWINGS ON PLAN
- ☐ MECHANICAL DRAWINGS ON PLAN
- ☐ ENGINEERING AND/OR ARCHITECT SEALS WHERE REQUIRED BY STATE LAW (COMMERCIAL OVER 5,000 SQ. FT. OR CLEAR SPANS 24 FT OR GREATER)
- ☐ SOIL REPORTS AND DESIGN SPECIFICATIONS (NEW COMMERCIAL OVER 5,000 SQ. FT.)
- ☐ TAS (TEXAS ACCESSIBILITY STANDARDS) REGISTRATION NUMBER (COMMERCIAL OVER \$50,000 IN COST)
- ☐ ASBESTOS SURVEY BY LICENSED PERSONNEL (COMMERCIAL REMODEL OR DEMOLITION)
- ☐ COMCHECK-ENERGY COMPLIANCE
- ☐ ELEVATION CERTIFICATE BY LICENSED ENGINEER OR SURVEYOR (BUILDINGS WITHIN 100 YEAR FLOODPLAIN)
- ☐ FIRE SPRINGLLER SYSTEM AND/OR FIRE/SMOKE DETECTION SYSTEM PLANS
- ☐ FIRE SEPARATION RATINGS/FIREWALL PLANS
- ☐ TPDES STORM WATER PERMIT (MUST BE POSTED ON THE JOB AS REQUIRED BY THE STATE OF TEXAS)

****All commercial dumpsters must be provided by "Republic Services" per City Ordinance.****

Signature:	Date:
Joseph Lee	12/2/2022

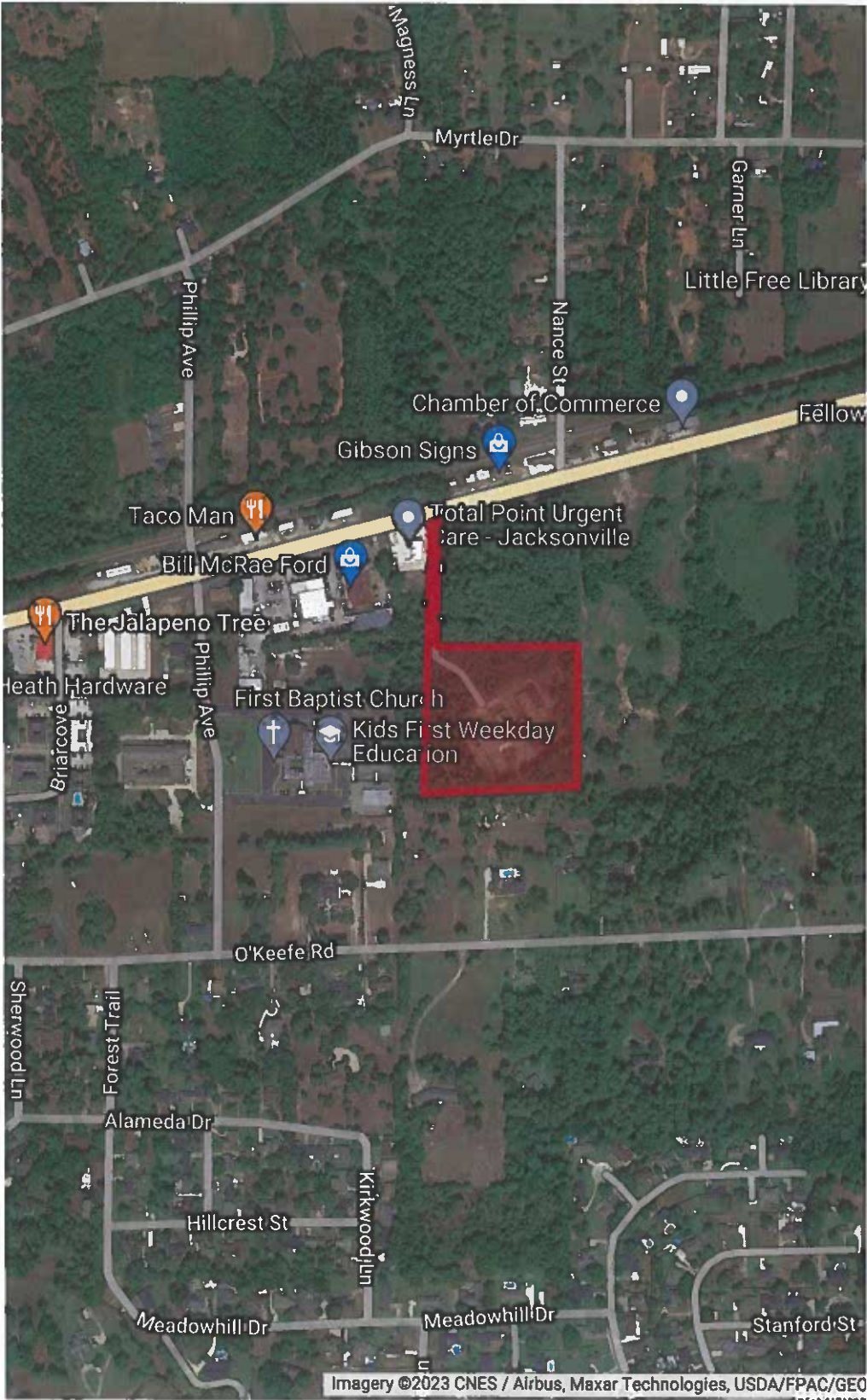
Revised November 2021

SUP for Nursing Home

Untitled layer



Property Boundary



Property Address	Zip Code	Owner Name	Mailing Street
1719 E RUSK ST	75766	CALDERON,ANN MARTINE	1719 E RUSK ST
1604 OKEEFE RD	75766	CONFIDENTIAL NAME	Confidential
1510 OKEEFE RD	75766	COX KELLY AND JANNA	1510 OKEEFE RD
1610 E RUSK ST	75766	CRANE,KENNETH BARNUM	1610 E RUSK ST
1608 E RUSK ST	75766	D,WARREN ROGER &JACKIE D D	509 COUNTY ROAD 1424
210 PHILIP ST	75766	FIRST BAPTIST CHURCH OF JACKSONVILLE	P O BOX 1228
NO ADDRESS ASSIGNED	75766	FIRST PRIME REALTY INC	1295 TRAILRIDGE DR
1521 RUSK E JACKSONVILLE	75766	GARDENDALE REALTY LLC	111 CLIFTON AVE
1608 OKEEFE RD	75766	GORHAM RANDALL R & CHERYL J	1608 O'KEEFE RD
1515 E RUSK ST	75766	JACKSONVILLE VENTURE	1511 E RUSK ST
1610 E RUSK ST	75766	JONES BESS ELLEN	2309 O'KEEFE ROAD
1508 OKEEFE RD	75766	MCWILLIAMS JASON C AND AMANDA I	1508 OKEEFE RD
1604 OKEEFE RD	75766	NOT AVAILABLE FROM COUNTY	
1610 OKEEFE RD	75766	PARKER, TROY	1610 OKEEFE RD
1517 RUSK E JACKSONVILLE	75766	SCF RC FUNDING IV LLC	47 HULFISH STREET SUITE 210
1510 OKEEFE RD	75766	SORRELLS,JAMES G & VIRGINIA	1510 OKEEFE RD
1517 E RUSK ST	75766	SRI SAI JACKSONVILLE LLC	1601 ELM ST STE 4210
1508 OKEEFE RD	75766	VOSS,ROY E & BOBBI A	1508 OKEEFE RD
1608 E RUSK JACKSONVILLE	75766	WARREN ROGER D AND JACKIE D	509 CR 1424

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: Myrtle Estates
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Owner: Name Adam Meredith Dodson
Address 790 County Rd. 3906 Jacksonville, Tx
Telephone _____

3. Licensed Surveyor or Engineer:

Agent: Name Monty Nixon - Summit Surveying, Inc.
Address 2040 Deerbrook Dr. Tyler, Tx 75703
Telephone 903-561-9544

4. Location of proposed subdivision: Myrtle Drive

5. Easement or other restrictions on property (describe generally):

Proposed Drainage, Utility Easements AS SHOWN ON PLAT

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

Myrtle Community LLC (west), Union Pacific Railroad (south)

Afton Grove Wreath Supply (East), Jackie Blaschke (North), Keith Fleming (North) CONT'D.

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

8. The undersigned hereby requests approval by the Planning and Zoning Commission of the above identified subdivision plat.

Signature  Monty Nixon Date 11/30/22

This will acknowledge receipt of _____ in payment of the fee for the above requested approval of applicant's preliminary/final plat made payable to the City of Jacksonville:

Date: _____ Signed: _____

****ALL TAX CERTIFICATES MUST BE PRESENTED BEFORE FILING OF THE FINAL PLAT. NO TAX RECEIPTS WILL BE ACCEPTED. ****

PRESENT THE FOLLOWING CHECKS WITH YOUR APPLICATION.

MAKE TWO SEPARATE CHECKS: 1. City of Jacksonville \$136.00

2. Cherokee County Clerk: \$ 61.00

APPLICATION FOR REVIEW
AND APPROVAL OF PRELIMINARY PLAT

1. Name or identifying title of subdivision: _____
2. Subdivider: (If owner, so state; if agent or other type of relationship, state details on separate sheet):

Name _____
Address _____
Telephone _____

3. Licensed Surveyor or Engineer:

Name _____
Address _____
Telephone _____

4. Location of proposed subdivision: _____

5. Easement or other restrictions on property (describe generally):

6. Names of abutting owners and owners directly across adjoining streets (include those in other cities):

ADAM, Meredith Denson (North), Carolina Lopez (North), Guadalupe Calvillo (North),
Victor Aguilar (North), Katherine Patterson (North)

7. Requested variances. The Planning Commission is requested to authorize the following exceptions to its regulations governing subdivisions with the reason (attach list of such exceptions with the reason for each set forth):

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2. Cherokee County Clerk: \$ 61.00____

TAX CERTIFICATE

ACCT # 107109000
DATE 12/01/2022
KR



CHEROKEE COUNTY TAX OFC
135 SOUTH MAIN COURTHOUSE
RUSK, TEXAS 75785
(903) 683-5478

Cert# 220079
FEE 10.00

Property Description	
A 41 BLK 3408 TR 11 J PINEDA H07	PROP TYPE-E4 PCT OWNER-
VL-2702 PG-488 DT-060222	
TOWN -	LOCATION-
ACRES - 16.847	

Values	
LAND MKT VALUE 70,750	IMPR/PERS MKT VAL
LAND AGR VALUE	MKT. BEFORE EXEMP 70,750
EXEMPTIONS GRANTED: NONE	LIMITED TXBL. VAL

MCGARRAHAN CHRISTOPHER MARK AND NAFISA A
626 HUNTWICK LN
TYLER TX 75703

Tax certificate is issued with most current information available. If account is subject to change such as exemption removal, per Section 26.15 Texas Property Tax Code, additional tax may be due. Taxes have been paid up to and including year 2022.

TAXES 2022	LEVY	P&I	ATTY FEES	AMT DUE
	.00	.00	.00	.00
	-----	-----	-----	-----
	.00	.00	.00	.00
				=====
		TOTAL DUE 12/2022		.00
ACCT # 107109000		TOTAL DUE 01/2023		.00

BREAKDOWN OF TAX DUE BY JURISDICTION				
JURISDICTION	LEVY	P&I	ATT FEES	TOTAL
CHEROKEE COUNTY	.00	.00	.00	.00
LATERAL ROAD	.00	.00	.00	.00

TAX LEVY FOR THE CURRENT ROLL YEAR: COUN 261.78
TAX LEVY FOR THE CURRENT ROLL YEAR: LTRD 106.13
TOTAL TAX LEVY FOR THE CURRENT ROLL YEAR 367.91
REQUESTED BY:
SUMMIT SURVEYING

Shonda Petter

Signature of authorized officer of collecting office





SUMMIT SURVEYING, INC.
2040 DEERBROOK DR. • Tyler, Texas 75703
PH (903) 561-9544 FAX (903) 561-9545
TBPLS Firm No. 10081000

LETTER OF TRANSMITTAL

TO: City of Jacksonville
Attention: Chris Silvey

WE ARE SENDING YOU

Blue Prints

Reproducible

Diskette

Land Description

Other

Date 11-30-22	22-056
Myrtle Estates	

COPIES	DATE	NO.	
6			Preliminary Plat
1			Application, Tax Certificate, Check No. 23991 \$136.00 (City)
			Check No. 23990 \$61.00 (County)

THESE ARE TRANSMITTED as checked below:

For approval For your use ☒ As requested For review and comment

SIGNED:


MONTY NIXON, RPLS

DELIVERY VIA: ☐ MAIL ☐ OVERNIGHT ☒ HAND DELIVERY ☐ PICK-UP ☐ OTHER _____

0-----
DATE : 12/1/2022 10:28 AM
OPER : KM
KBY : km
TERM : 9
REC# : R00121898
=====

BP-easy pay BUILDING PERMIT 136.00
1165 136.00CR
Myrtle Estates S/D
Myrtle Drive S/D
RES-NEW 136.00CR

Paid By:Myrtle Estates S/D
K 136.00 REF:23991

APPLIED 136.00
TENDERED 136.00

CHANGE 0.00

Preliminary Plat Checklist and Comments

Applicant Name	Monty Nixon	Applicant Phone	903-561-9544
Applicant Email	mInsummit@tyler.net		
Subdivision Name	Myrtle Estates		
Date Received		Fees Paid	\$75
Planned P&Z Date	17 JAN 2023		
1. Submittal Information			
1a	☒	Six (6) copies received with a scale of one hundred (100) feet to the inch	
2. Existing Features Inside Subdivision			
2a	☒	Existing boundary lines of the land to be subdivided. Boundary Lines shall be drawn heavy.	
2b	☒	Location of existing water courses, highways and roads, and other similar drainage and transportation features, and other important features, such as township lines, political subdivisions or corporation lines, and school district boundaries.	
2c	☐	Location and width of existing streets, alleys, easements, buildings, and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract with pipe sizes, grades and locations indicated.	
2d	☒	Topographical information contour lines at two-foot intervals. All elevations shall be referred to U.S.C.G.S. datum.	
2e	☒	The tract designation and other description according to the real estate records of the county clerk or assessor.	
3. Existing Features Outside Subdivision			
3a	☒	The property lines and name of adjoining property owners in unsubdivided tracts.	
3b	☒	The name and location of adjacent subdivisions, streets, easements, pipelines, water courses, etc., it shall also show how these features connect or relate to streets and alleys of the proposed subdivision. All lines outside of the boundaries of the subdivision to be drawn in dashes.	
3c	☐	Right-of-Way dedication.	
4. New Features Inside Subdivision			
4a	☒	The proposed name of the subdivision.	
4b	☐	The location, width, and names of proposed streets.	
4c	☐	The locations, numbers, and approximate width and depth of all lots, blocks, and other uses. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.	
4d	☒	Designation of the proposed uses of the land within the subdivision.	
4e	☐	The location of building lines, alleys, and easements.	
4f	☒	The location and approximate dimensions and size of sites for schools, churches, parks, public buildings, and other special land uses, together with the purpose, conditions, and limitations of such uses, if any.	
4g	☒	The approximate acreage of the property to be subdivided.	
4h	☐	A plan of the proposed water and sewer lines and proposed drainage of facilities including drainage areas, calculated run-off, and points of concentration.	
4i	☒	The proposed location of fire hydrants and their spacing, and that the same has been approved by this office as to location and spacing.	



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Background

At the July 13, 2021 meeting, City Council adopted Ordinance O-2021-01 revising the City's Sign Regulations. This update came after almost two decades without a change and was the result of work in partnership with Planning Concepts and the Jacksonville Economic Development Corporation (JEDCO). The update includes measures to improve safety and beauty along commercial routes. In general, the new regulations include: 1) an expanded list of allowable sign types 2) additional clarity on prohibited sign types 3) further limitations on new billboards.

Enforcement of the new ordinance began in February 2022.

The Committee

At the April 7, 2021 City Council Agenda Workshop, staff provided a progress update regarding implementation of the updated sign regulations. Staff cited challenges and concerns fielded from businesses while making progress regulating temporary signs. Upon hearing the concerns, City Council directed staff to establish an ad hoc committee to review the sign ordinance.

The six-member Ad Hoc Sign Committee was established and began meeting in May.

Meeting dates

- 1 May 26
- 2 June 2
- 3 June 21

Committee Members

- | | | | |
|---|-----------------|---|--|
| 1 | John Atkinson | - | Peoples Church |
| 2 | Wesley Dyer | - | Dyer's Premier Portable Buildings and Trailers |
| 3 | Brenda Stahelin | - | Ebby Halliday Real Estate |
| 4 | James Crane | - | Gibson Signs |
| 5 | Chad DeVillier | - | Prime Controls and JEDCO Director |
| 6 | Theresa McCrary | - | Dave's Automotive and Towing |



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Findings

The Committee reviewed the existing sign regulation ordinance to include prohibited sign types, allowable temporary sign types, and permanent sign regulations. Most of the Committee's focus was on regulations relating to temporary and prohibited signs.

The Committee's effort resulted in six (6) recommendations.

Recommendations

1. Grand Opening Signage

Current:

Temporary signs advertising the grand opening of a business may be permitted for thirty (30) days. Grand opening signs are limited to one (1) sign per lot and must comply with the size and location requirements of this section. Sec. 3(d)(3)

Recommendation:

The following regulations apply to grand opening signage permits:

Eligibility: Upon issuance of a certificate of occupancy and within one year thereafter, a business shall be allowed to receive a grand opening sign permit when one of the following conditions applies:

- a. When a certificate of occupancy has been issued to the new business, or
- b. When a certificate of occupancy has been issued to an existing business which has substantially remodeled and the cost of the renovation exceeds sixty (60) percent of the current value of the building or lease-space, excluding the value of the land, according to the most recently approved tax roll.
- c. Change of business ownership

Allowable Signs: Allow all sign types so long as their size and placement does not create a safety concern.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Permit: A permit shall be required for a business to utilize the grand opening signage provisions. No permit fee shall be required for a grand opening sign permit. The use of a grand opening sign permit shall have no effect on the number of subsequent temporary sign permits that may be authorized for a business occupancy.

Duration: A grand opening sign permit shall be valid for a period not to exceed thirty (30) consecutive calendar days. Change of business ownership permits shall not exceed fifteen (15) consecutive calendar days.

2. Temporary Signs

Current:

Allowable Type: Banner and coroplast signs

Duration: Seven (7) days per calendar quarter

Permit Fee: \$25

Location: One temporary sign is allowed per lot. If the lot has more than one (1) business or tenant, two (2) temporary sign permits per quarter year may be issued. Multiple signs may not be displayed concurrently.

Recommendation:

Allowable Type: Banner and coroplast signs

Duration: Thirty (30) days per calendar quarter

Permit Fee: \$50

Location: allow concurrent display on lots with more than one (1) business.

3. Wall Signs

Recommendation:

Add language clarifying that any sign type attached in a permanent fashion is allowed so long as it meets the requirements of the wall signs. Clarify that banner-type signs may be permanently mounted and used as wall signs.

Memo



Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommend a solid substrate such as plastic or metal. Enforce sign condition standards.

4. Sandwich Board Signs and Blade Signs

Current:

"Blade" signs are only permitted in the Jacksonville Downtown Core (JDC) boundaries. "Sandwich Board" signs are allowed in all non-residential zoning districts, but only signs located in the (JDC) are allowed to contain a commercial or advertising message. Signs outside of the JDC are only allowed to display "information."

Figure 2 — Jacksonville Downtown Core (JDC)



Jacksonville Downtown Core (JDC)



JDC Boundary



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

"Blade" and "Sandwich Board" signs should have the same regulations in all non-residential zoning districts.

5. Residential Flagpoles and Flags

Current:

Flags and flagpoles.

Flags and flagpoles are allowed as follows:

- a. Single-family residential lots.
 - i. Only one (1) flagpole is permitted on any single-family residential lot;
 - ii. There shall not be more than two (2) flags on the flagpole at any time;
 - iii. In lieu of a flag pole, a single family residence may have up to two (2) flags on individual poles mounted to the residential structure;
 - iv. No flag or flagpole on any single-family residential lot shall bear a commercial message;
 - v. Flags shall not exceed twenty-four (24) square feet in area; and
 - vi. Flagpoles shall not exceed twenty-five (25) feet in height.
 - vii. A sign permit is not required.

Recommendation:

Remove regulation related to the number of flagpoles and flags allowed per pole. Add provision requiring flags and flagpoles to be maintained in good condition free of significant corrosion, deterioration, tears, and fraying.

6. Feather Pennant Signs

Current:

Sign type prohibited on all occasions.



Memo

Date: September 21, 2022

To: Ad Hoc Sign Committee

From: James Hubbard, City Manager

RE: Ad Hoc Sign Committee Findings

Recommendation:

Allow: one (1) feather pennant per driveway access during business hours. No more than three (3) signs per property. Properties with undefined driveway approaches shall be entitled to one (1) feather pennant regardless of the number of tenants.

Permit: none required



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Permit: none required

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS AMENDING TO DELETE THE FOLLOWING SECTIONS OF APPENDIX A-ZONING, ARTICLE III, SECTION 3-SIGN REGULATIONS: SECTION 3(c)(7) EXEMPT SIGNS, SECTION 3(d)(3), (5) and (6) TEMPORARY SIGNS, SECTION 3(f)(4) SETTING FORTH REGULATIONS OF BLADE SIGNS, SECTION 3(f)(10) SETTING FORTH REGULATIONS FOR FLAGS AND FLAGPOLES, SECTION 3 (f)(22) SETTING FORTH REGULATIONS FOR SANDWICH BOARD SIGNS, SECTION 3(f)(25) SETTING FORTH REGULATIONS OF WALL SIGNS; AND DELETING THAT PORTION OF TABLE 3 SUMMARIZING A PORTION OF THE REQUIREMENTS FOR WALL SIGNS; AND REPLACING WITH THE FOLLOWING NEW SECTIONS: SECTION 3(c)(7) EXPANDING EXEMPT SIGNS, SECTION 3(d)(3), (5) AND (6) EXPANDING ALLOWABLE USE OF TEMPORARY SIGNS, SECTION 3(f)(4) EXPANDING ALLOWABLE USE OF BLADE SIGNS, SECTION 3(f)(10) EXPANDING ALLOWABLE USE OF FLAGS AND FLAGPOLES, SECTION 3(f)(22) EXPANDING ALLOWABLE USE OF SANDWICH BOARD SIGNS, SECTION 3(f)(25) EXPANDING ALLOWABLE USE OF WALL SIGNS; ADDING A NEW PORTION OF TABLE 3 REFLECTING EXPANDED SUMMARY OF ALLOWABLE USES OF WALL SIGNS; DELETING FIGURE 2 WHICH GRAPHICALLY DEPICTED THE JACKSONVILLE DOWNTOWN CORE AS NO LONGER NECESSARY; ADDING A NEW SECTION 3(f)(27) PROVIDING FOR ALLOWABLE USE OF FEATHER BANNERS; PROVIDING FOR AN EFFECTIVE DATE AND SEVERABILITY AS SET FORTH HEREIN.

WHEREAS, a sign committee composed of stakeholders and residents of the City of Jacksonville, Texas has conducted a review of the City's existing sign ordinance; and

WHEREAS, the City of Jacksonville finds it advisable to change its sign ordinance to incorporate suggestions of the sign committee and to expand the allowable use of certain types of signs; and

WHEREAS, the City Council of the City of Jacksonville finds that the ordinance herein set forth falls within its police powers and will serve to foster the health, safety and welfare of residents and visitors to the City of Jacksonville.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE, TEXAS, THAT APPENDIX A-ZONING, ARTICLE III, OF THE CODE OF ORDINANCES SHALL BE AMENDED TO DELETE FIGURE 2 SET OUT THEREIN; AND FURTHER TO DELETE THE EXISTING VERSION OF THE FOLLOWING SECTIONS: SECTION 3(c)(7) EXEMPT SIGNS, SECTION 3(d)(3), (5)

AND (6) TEMPORARY SIGNS, SECTION 3(f)(4) SETTING FORTH REGULATIONS OF BLADE SIGNS, SECTION 3(f)(10) SETTING FORTH REGULATIONS FOR FLAGS AND FLAGPOLES, SECTION 3 (f)(22) SETTING FORTH REGULATIONS FOR SANDWICH BOARD SIGNS, SECTION 3(f)(25) SETTING FORTH REGULATIONS OF WALL SIGNS; DELETE THAT PORTION OF TABLE 3 SUMMARIZING A PORTION OF THE REQUIREMENTS FOR WALL SIGNS AND REPLACE WITH A NEW SECTION 3(c)(7) EXPANDING EXEMPT SIGNS, SECTION 3(d)(3), (5) AND (6) EXPANDING ALLOWABLE USE OF TEMPORARY SIGNS, SECTION 3(f)(4) EXPANDING ALLOWABLE USE OF BLADE SIGNS, SECTION 3(f)(10) EXPANDING ALLOWABLE USE OF FLAGS AND FLAGPOLES, SECTION 3(f)(22) EXPANDING ALLOWABLE USE OF SANDWICH BOARD SIGNS, SECTION 3(f)(25) EXPANDING ALLOWABLE USE OF WALL SIGNS, ADD A NEW SECTION 3(f)(27) PROVIDING FOR ALLOWABLE USES OF FEATHER BANNERS, AND A NEW PORTION OF TABLE 3 REFLECTING EXPANDED SUMMARY OF ALLOWABLE USES OF WALL SIGNS; SO THAT THE AFFECTED SECTIONS SHALL READ AS FOLLOWS:

Section 1.

Sec. 3 Sign Regulations.

(c) Exempt signs.

(7) “No trespassing,” “no hunting,” “no fishing” or “no loitering” signs or signs announcing employment opportunities which do not exceed six (6) square feet in area;

(d) Temporary signs.

(3) The following regulations apply to grand opening signage permits:

Eligibility: Upon issuance of a certificate of occupancy and within one year thereafter, a business shall be allowed to receive a grand opening sign permit when one of the following conditions applies:

- A. When a certificate of occupancy has been issued to the new business; or
- B. When a certificate of occupancy has been issued to an existing business which has substantially remodeled and the cost of the renovation exceeds sixty percent (60%) of the current value of the building or business suite, excluding the value of the land, according to the then most recently approved tax roll; or
- C. Change in business ownership.

Allowable signs: All sign types, including otherwise prohibited signs with permission from the City Manager or designee and so long as placement does not create a safety concern

Permit: A permit shall be required for a business to utilize the grand opening signing provisions. No permit fee shall be required for a grand opening sign permit. The use of a grand opening sign permit shall have no effect on the number of subsequent temporary sign permits that may be authorized for a business occupancy.

Duration: A grand opening sign permit shall be valid for a period not to exceed thirty (30) consecutive calendar days. Change of business ownership permits shall not exceed fifteen (15) consecutive calendar days.

(5) The city manager or designee may issue a temporary sign permit allowing the applicant to display temporary signage under the conditions listed in the permit. Temporary signs are limited to thirty (30) days per quarter.

(6) Except as provided in the next sentence, one temporary sign is allowed per lot. If a lot has more than one (1) business suite, then each business may concurrently display a temporary sign at that occupant's business in accordance with this section.

(f) Sign types, requirements and conditions.

(4) Blade Signs.

A blade sign attached to and projecting out from a building face or wall, generally at right angles to the building shall be permitted in all non-residential zoning districts.

- (a) Blade signs must have a minimum eight-foot (8') clearance from the sidewalk or ground surface;
- (b) Blade signs shall have a maximum sign face area of forty-eight (48) square feet per face. Double faced signs shall be allowed;
- (c) Blade signs shall have a maximum height of fifteen (15') feet;
- (d) Blade signs shall have a maximum projection four (4') feet; and
- (e) A sign permit is required.

(10) Flags and Flagpoles.

Flags and flagpoles are allowed as follows:

- (a) All Residential Zoning Districts:

1. Flagpoles shall not exceed 25 feet in height.
2. A Sign Permit is not required.

(b) All Nonresidential Zoning Districts

1. A site shall have no more than three (3) flagpoles with no more than two flags per pole;
2. In lieu of flag poles, up to three (3) flags on individual poles mounted to the façade of the structure may be allowed.
3. No commercial messages other than company logos may be displayed on flags;
4. Flags shall not exceed 40 square feet in area; and
5. Flagpoles shall not exceed 35 feet in height.
6. A Special Use Permit for flags exceeding these regulations may be approved by the City Council.
7. A Sign Permit is required.

(c) Government Institutions and schools are exempt from the flag and flagpole requirements as set forth herein.

(d) All flags displayed in Jacksonville should conform with proper flag etiquette as described in the U.S. Flag Code.

(e) Flags and flagpoles shall be maintained in good condition free of significant corrosion, deterioration, tears and fraying.

(22) Sandwich Board.

Sandwich board signs are permitted within all non-residential zoning districts and upon the following conditions:

- (a) Sandwich board signs shall not exceed six (6) square feet in area and three (3') feet in height;
- (b) Signs may contain commercial messages and on premise advertising;
- (c) Signs may be placed on the sidewalk in the right-of-way, but must not obstruct pedestrian traffic;
- (d) Signs shall not be illuminated;
- (e) Signs shall only be displayed during business hours;

- (f) Signs may only be located along the frontage of the business utilizing the sign and are limited to one (1) sign per business; and
- (g) No sign permit is required.

(25) Wall Signs, Nonresidential.

Wall signs are allowed on nonresidential properties provided that:

- (a) No wall sign shall project above the highest point of the building wall on the same side of the building as the sign; this shall include marquee signs and any other signs not affixed directly to such wall;
- (b) On a single occupancy building, all signage or message elements, except for poster boxes, marquee signs and wall signs on theaters on any single wall, shall be considered parts of the same sign and shall be measured by a rectangle surrounding all of them;
- (c) In addition to other permitted signs, but subject to total sign area limits applicable to all wall signs, a theater may install one or more back-lighted or internally illuminated "poster boxes," provided that:
 - 1. Such boxes shall not exceed 36 inches by 54 inches each in area;
 - 2. The top of such boxes shall not be more than ten feet above ground; and
 - 3. Such boxes shall be permanently mounted to a wall.
- (d) Any individual business/entity or multi-occupant (in-line and non in-line tenant) building with a façade width exceeding fifty (50) linear feet will be allowed two square feet of wall sign for every linear foot of architectural elevation width of ground floor building frontage not to exceed 300 square feet;
- (e) Channel lettering, detached (preferred), is allowed provided that is does not exceed the maximum square footage wall sign requirements;
- (f) A theater is allowed additional changeable copy signs on a marquee or on the front wall of the building. The square footage of wall signs associated with theaters (i.e. poster boxes, marquee signs, changeable copy signs, logos and wall signs) shall be counted against the total wall sign area allotment. However, each sign shall be measured separately rather than placed together inside a rectangle;

- (g) Poster boxes shall be measured individually without regard for the spaces between the individual boxes;
- (h) Roofing elements that are within 30 degrees of vertical (sometimes loosely called a “mansard roof”) will be considered a “wall” and may have a sign on them;
- (i) All wall signs, except building markers, shall be subject to the maximum area limitation on wall signs;
- (j) Logos will be used when calculating total square footage for sign permits;
- (k) Each individual business suite may not have more than one wall sign face the fronting street right-of-way not exceeding two wall signs in total per site;
- (l) The width of the wall sign may not exceed seventy-five percent (75%) of the width of the wall area to which it is attached. When more than one wall sign is used, the combination of the sign widths, when placed side by side, shall not exceed seventy-five (75%) of the width of the wall to which they are attached.
- (m) A Sign Permit is required.

(27) Feather Banner.

Feather Banners are allowed in non-residential zoning districts subject to the following:

- (a) One Feather Banner per driveway access per property;
- (b) If a property has only an undefined driveway approach, it shall be entitled to one Feather Banner regardless of the number of individual business suites located at the property;
- (c) No more than three Feather Banners per property; and
- (d) Only permitted during business hours.

Table 3 - Signs in Non-Residential Districts

Sign Type District / Use	Max. Number	Max. Area (sq. ft.) or Max. Width (ft)	Max. Height (ft)	Min. Setback	Additional Comments
Permanent Signs					
Wall Sign / Façade Sign					
All non-residential districts	1 per façade per business suite	100 sf	5'		Subject to section 25(d)

Section 3. Figure 2 is hereby deleted.

Section 3. Severability. It is the intention of the City Council of the City of Jacksonville, Texas that if any phrase, sentence, section or paragraph of this ordinance be declared unconstitutional or otherwise invalid by final judgment by a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remainder of this ordinance since the same would have been enacted by the City Council without the incorporation of the unconstitutional or invalid phrase, sentence, section or paragraph.

Section 4. Effectiveness. The City Council of the City of Jacksonville, Texas declares that this ordinance shall go into effect after its passage, approval and publication according to law.

Passed and adopted the 14TH day of February, 2023.

CITY OF JACKSONVILLE, TEXAS

By: _____
Randy Gorham, Mayor

ATTEST:

Greg Lowe, City Clerk

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>13.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Jamie Dorsey, LIBRARY COLLECTIONS COORDINATOR</u>
INITIATED BY:	<u>James Hubbard, CITY MANAGER</u>	EXHIBITS:	<u>Development Fees Table</u>

EXECUTIVE SUMMARY:

As part of the FY 2023-2024 budget process, staff plan to develop a “Master Fee Ordinance” to consolidate most City fees in one location. Locating the fees in one ordinance will facilitate easier annual review and maintenance of rates.

In advance of the master fee ordinance, staff is recommending fees for the following five (5) development related actions be adjusted: 1) New residential permits 2) Residential remodel permits 3) New commercial construction permits 4) Planning and Zoning item applications 5) Zoning Board of Adjustment item applications.

Per the attached exhibit, current fees are well-below market and do not adequately cover the costs associated with these services. The attached exhibit also shows current and recommended fees for each of these five (5) items.

RECOMMENDED ACTION:

Approve the ordinance modifying development services fees.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

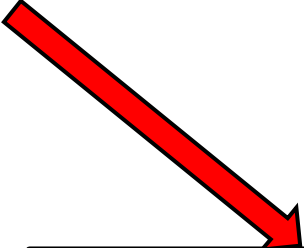
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☒	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☒	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The council approves the fees and rates charged for municipal services.

Recommended Development Services Fee Change
14 FEB 2023

	Jacksonville	Henderson	Athens	Kilgore	Staff Recommendation
Construction					
Residential					
New	\$.05/sf	\$600 + \$.20/sf over 2,000 sf	Sliding scale based on sf (2,001- 4,250 SF \$400)	\$400 base + \$.30/sf over 1,000 sf	\$400 + .20/sf over 2,000 sf
Remodel	\$.05/sf	\$125	N/A	\$250	\$150
Commercial					
New	\$.05/sf	\$.23 - \$.40 depending on classification + \$200 plan review fee	Based on value	Fee based on value of improvement + plan review fee of 1/3 permit fee for buildings over \$100,000	Fee based on value of improvement + plan review fee of 1/3 permit fee for buildings over \$100,000
Rezoning/Variances					
P&Z (rezoning)	\$75	\$150	0-5 Acres: \$300 + \$20/acre 5-20 Acres: \$400 + \$20/acre 20+ Acres: \$500 + \$20/acre	\$300	\$200
ZBA	\$75	\$150	\$250	\$175	\$200
Sample Scenarios					
New residential (1,200 SF)	\$60	\$600	\$150	\$460	\$400
New residential (2500 SF)	\$125	\$700	\$400	\$850	\$500
New commercial (Industrial 50,000 SF with \$2,000,000 value)	\$2,500	\$11,700	\$3,000	\$3,808	\$3,808
New commercial (Industrial 50,000 SF with \$10,000,000 value)	\$2,500	\$11,700	\$11,000	\$16,566	\$16,566



VALUE OF IMPROVEMENTS	FEE
\$1,000.00 minimum	\$25.00
\$1,001.00 to \$50,000.00	\$25.00 first \$1,000.00; \$3.50 per thousand or fraction thereof to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$196.50 first \$50,000.00 plus \$2.80 for each additional thousand or fraction thereof to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$336.50 first \$100,000.00 plus \$1.80 for each additional thousand or fraction thereof to and including \$500,000.00
\$500,001.00 and up	\$1,056.00 first \$500,000.00 plus \$1.20 for each additional thousand or fraction thereof

Commercial or Industrial (\$100,000.00 or over) plan exam fee: One-third of permit fee



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>14.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Brett Brewer</u>
INITIATED BY:	<u>Brett Brewer</u>	EXHIBITS:	<u>cherokee county - subdivision regulations within ETJ 1.23.23</u>

EXECUTIVE SUMMARY:

The regulation of subdivisions of property is a governmental function as set forth in Chapters 212 and 232 of the Texas Local Government Code. Cities have statutory authority to adopt rules governing plats and subdivision of land both within the city limits and the ETJ pursuant to Chapter 212 of the Local Government Code. Likewise, Chapter 232 of the Texas Local Government Code authorizes counties to adopt rules governing subdivision of property lying outside the limits of a city, including within the ETJ of cities. The Texas Local Government Code prohibits requiring a person seeking to subdivide property within the ETJ of a city to submit plans both to the county and the city for approval. State law requires most cities and counties (including Jacksonville and Cherokee County) to enter into an ILA that identifies the governmental entity authorized to regulate subdivision plats and approve related permits. The City of Jacksonville and Cherokee had such an agreement. However, the agreement has expired. The proposed ILA replaces the previous version and specifies that in most instances, a person seeking to subdivide property within Jacksonville's ETJ will submit plans to the County for approval. The County Commissioner's Court has already approved this Agreement.

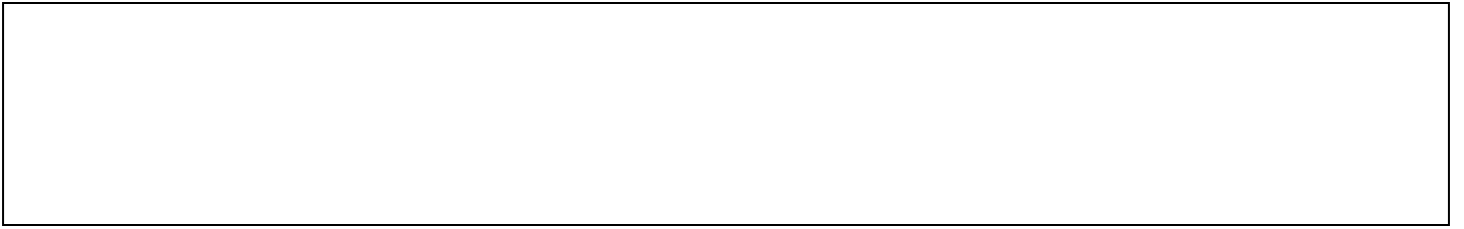
RECOMMENDED ACTION:

Staff recommends the proposed Agreement be adopted.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:



STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☒	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

Council approves all interlocal agreements.

COUNTY OF CHEROKEE **§**

**CITY OF JACKSONVILLE AND CHEROKEE COUNTY PROVIDING FOR
SUBDIVISION REGULATION WITHIN THE EXTRATERRITORIAL JURISDICTION
OF THE MUNICIPALITY**

land is vested in the City of Jacksonville (the “City Jurisdictional Conditions.”) The County is authorized to exercise exclusive jurisdiction to regulate subdivision plats and approve related permits in all other portions of the Extraterritorial Jurisdiction of the City.

2. In consideration of this agreement, the City agrees that it will provide the County with a copy of the current rules and regulations applicable to subdivision of the property within the City’s extraterritorial jurisdiction that meets the City Jurisdictional Conditions, and further agrees that, if it amends any rule or regulation pertaining to subdivision of property within its extraterritorial jurisdiction and that meets the City Jurisdictional Conditions, it will provide a copy of the amended rule or regulation to the County.

3. In further consideration of this agreement, the City agrees that, if it receives an application or request for variance or exception to a rule or regulation applicable to subdivision of property within its extraterritorial jurisdiction and that meets the City Jurisdictional Conditions, it will give notice of the application or request to the County and provide the County an opportunity to comment on the application or request before consideration of the application or request. Similarly, the County agrees that, if it receives an application or request for variance or exception to a rule or regulation applicable to subdivision of property within the City’s extraterritorial jurisdiction and that does not meet the City Jurisdictional Conditions, it will give notice of the application or request to the City and provide the City an opportunity to comment on the application or request before consideration of the application or request.

4. As required by Section 242.001(c) of the Local Government Code, the City agrees to notify the County of any expansion or reduction in the City’s extraterritorial jurisdiction.

5. The City specifically agrees that, because it desires to have the authority to regulate subdivisions within the ETJ of the City that meet the City Jurisdictional Conditions, the authority to do so is adequate consideration for the performance of its obligations under this agreement.

6. The County specifically agrees that, because it desires to have the authority to regulate subdivisions within the ETJ of the City that do not meet the City Jurisdictional Conditions, the authority to do so is adequate consideration for the performance of its obligations under this agreement

7. This Agreement does not extend the liability of the parties. Neither the City nor the County waives any immunity or defenses available to it against claims made by third parties.

B. TERM AND TERMINATION

8. The term of this Agreement is for one year from the date of execution, after which the agreement will renew automatically for successive one (1) year terms, unless terminated. Notwithstanding the previous sentence, either party to this Agreement may terminate the Agreement at any time by giving the other party thirty (30) days’ notice. However, both parties understand and agree that the right to terminate this agreement does not avoid the statutory duty of the County and City to have a written agreement providing for subdivision regulation within the City’s extraterritorial jurisdiction.

D. NOTICES

9. All notices issued between parties to this agreement shall be in writing. All notices shall be deemed given on the date personally delivered, faxed, emailed, or deposited in the U.S. mail to the following parties, unless an alternative person is designated by the respective party:

Jacksonville: City of Jacksonville

315 S. Ragsdale Street

Jacksonville, Texas 75766

Attn: City Manager

County: Cherokee County

135 S. Main Street, 3rd Floor

Rusk, Texas 75785

Attn: County Judge

E. MISCELLANEOUS PROVISIONS

10. If any provision of the Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.

11. This Agreement is the entire agreement between Jacksonville and the County relating to the subject matter hereof and supersedes any and all prior agreements, arrangements, or understandings, whether written or oral.

12. This Agreement is for the benefit of the parties to the Agreement, and does not confer any rights on any third parties.

13. No Amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by the authorized representatives of all parties.

14. This Agreement has been made under and shall be governed by the laws of the State of Texas. This Agreement and all matters related thereto shall be performed in Cherokee County, Texas. The venue of any lawsuits arising out of this Agreement shall be in Cherokee County, Texas.

15. Failure of any party at any time, to enforce a provision of this Agreement, shall not constitute a waiver of that provision, nor in any way affect the validity of this Agreement or the right of any

party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived or breach excused unless the waiver shall be in writing and signed by the party(ies) claimed to have waived.

Furthermore, any consent to or waiver of a breach will not constitute a consent to or waiver of or excuse of any other different or subsequent breach.

16. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

NOW THEREFORE, this Agreement is made and entered into, by and between the City of Jacksonville and Cherokee County, to be effective when signed by the last party whose signing makes the Agreement fully executed.

CITY OF JACKSONVILLE

CHEROKEE COUNTY

Randy Gorham, Mayor

Date: _____

Chris Davis, County Judge

Date: _____

ATTEST:

ATTEST:

Greg Lowe, City Clerk

Laverne Lusk, County Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney

Dana Young, County Attorney



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>15.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Brett Brewer</u>
INITIATED BY:	<u>Brett Brewer</u>	EXHIBITS:	<u>cherokee county - inmate services</u> <u>1.23.23 dbb clean</u>

EXECUTIVE SUMMARY:

Pursuant to the Interlocal Cooperation Act, Texas Government Code, Chapter 791, local governmental entities are authorized to enter into a joint agreement for the performance of the governmental function of constructing and maintaining public works projects and public infrastructure. Cherokee County had Sheriff Department inmates who have volunteered for community service work. Allowing such Trustees to work off time saves the County tax dollars by reducing the number of days in custody and saves the City tax dollars by reducing labor costs for minor projects. Further, the proposed agreement will save the County out of pocket costs for the use of the City's former police department as a law enforcement substation. In turn, the agreement will ensure the continued presence of additional law enforcement in the City through the presence of the Sheriff Department substation within the City. The proposed agreement seeks to accomplish the above and has already been approved by the County Commissioner's Court.

RECOMMENDED ACTION:

Staff recommends the proposed Agreement be adopted.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☒	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

The council approves all interlocal agreements.

STATE OF TEXAS §

COUNTY OF CHEROKEE §

INTERLOCAL AGREEMENT

CITY OF JACKSONVILLE AND CHEROKEE COUNTY

CHEROKEE COUNTY SHERIFF'S DEPARTMENT INMATE SERVICES

THIS INTERLOCAL AGREEMENT is hereby made and entered into this the ____ day of _____, 2023, by and between the CITY OF JACKSONVILLE, TEXAS, a home rule municipal corporation ("Jacksonville" or the "City") and CHEROKEE COUNTY, a political subdivision of the State of Texas ("County"), each acting by and through its duly authorized agents;

WHEREAS, the respective participating governments ("Parties") are authorized by the Interlocal Cooperation Act, Texas Government Code, Chapter 791, to enter into a joint agreement for the performance of the governmental function of constructing and maintaining public works projects and public infrastructure;

WHEREAS, the County has Sheriff's Department inmates who have volunteered for and are capable of performing community service work, including but not limited to minor public works construction and maintenance projects, landscaping maintenance, and litter patrol; and

WHEREAS, these inmates are known as "Trustees;" and

WHEREAS, the Parties recognize that allowing Trustees to work off time saves the County tax dollars by reducing the number of days in custody, and saves the City tax dollars by reducing labor costs for minor projects;

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

A. SCOPE OF WORK

1. The County shall provide Jacksonville with supervised Trustees who can provide manual labor on minor public works infrastructure construction and maintenance projects, landscaping construction and maintenance projects, litter control, and any other reasonable task requested by the City, agreed to by the County, and permitted by law. Depending on the availability of Trustees and the needs of the particular project, the County will provide labor crews of five (5) or more Trustees one (1) day per week.

2. The County agrees to provide labor for one (1) or more crews working one (1) eight-hour work day weekly, provided that Jacksonville is able to provide sufficient suitable projects and further provided County has eligible Trustees who are willing and able to perform such labor. A work day is from 7:00 a.m. to 3:00 p.m. with a thirty (30) minute lunch break. Jacksonville will

keep a running tally of the number of days worked in a given month. Jacksonville shall provide a schedule of projects including the dates, times, locations, and the requested number of Trustees before the end of business on Thursday of each week preceding anticipated use of inmate labor.

3. Services provided by the County to Jacksonville shall be limited to projects within the Jacksonville city limits or the extraterritorial jurisdiction thereof. The Parties may agree to limitations where inmate services may not be used, for example within the vicinity of schools.

4. Jacksonville shall provide instructions and limited training so that Trustees understand their duties and responsibilities. Jacksonville may provide limited supervision of construction projects so that the projects are completed safely and effectively, provided however that the Sheriff's office retains the ultimate right and responsibility for control and supervision of the Trustees. Unless otherwise agreed to in writing by the Parties, Jacksonville shall provide materials and equipment to be used by the Trustees.

B. PAYMENT OF COSTS

5. Unless otherwise agreed to in writing by the Parties, or as otherwise stated herein, each party will bear its own costs. When circumstances justify a sharing of costs, the City Manager and the Sheriff may reach a written agreement as to how costs will be shared without requiring an amendment of this Agreement, provided that the cost to each party is within the budgetary authority of the City Manager and the Sheriff.

6. In exchange for the County's agreement to ensure the availability of supervised Trustees as required by this Agreement, and in lieu of direct payment, Jacksonville shall credit County \$500.00 per month on that certain Law Enforcement Center Lease executed July 5, 2022 by the parties hereto. The said \$500.00 per month credit shall also proportionately reduce the agreed upon purchase price of the Law Enforcement Center if the County exercises its option to purchase the said Law Enforcement Center from the City.

C. TERM AND TERMINATION

7. This Agreement shall be effective upon execution by all parties. The initial term of the Agreement shall expire on _____, 2024. This Agreement shall automatically renew for up to three (3) additional one-year terms, unless either party elects not to renew.

8. Either party shall have the right to terminate this Agreement by giving the other party thirty (30) days written notice.

D. NOTICES

9. All notices issued between parties to this agreement shall be in writing. All notices shall be deemed given on the date personally delivered, faxed, emailed, or deposited in the U.S. mail to the following parties, unless an alternative person is designated by the respective party:

Jacksonville: City of Jacksonville

315 S. Ragsdale Street

Jacksonville, Texas 75766

Attn: City Manager

County: Cherokee County

135 S. Main Street, 3rd Floor

Rusk, Texas 75785

Attn: County Judge

E. MISCELLANEOUS PROVISIONS

10. If any provision of the Agreement shall be held to be invalid, illegal, or unenforceable by a court or other tribunal of competent jurisdiction, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. The parties shall use their best efforts to replace the respective provision or provisions of this Agreement with legal terms and conditions approximating the original intent of the parties.

11. This Agreement is the entire agreement between Jacksonville and the County relating to the provision of the Sheriff's Department inmate services for the specific functions as described above and supersedes any and all prior agreements, arrangements, or understandings, whether written or oral.

12. This Agreement is for the benefit of the parties to the Agreement, and does not confer any rights on any third parties.

13. No Amendment to this Agreement shall be effective and binding unless and until it is reduced to writing and signed by the authorized representatives of all parties.

14. This Agreement has been made under and shall be governed by the laws of the State of Texas. This Agreement and all matters related thereto shall be performed in Cherokee County, Texas. The venue of any lawsuits arising out of this Agreement shall be in Cherokee County, Texas.

15. Failure of any party at any time, to enforce a provision of this Agreement, shall not constitute a waiver of that provision, nor in any way affect the validity of this Agreement or the right of any party thereafter to enforce each and every provision hereof. No term of this Agreement shall be deemed waived or breach excused unless the waiver shall be in writing and signed by the party(ies) claimed to have waived.

Furthermore, any consent to or waiver of a breach will not constitute a consent to or waiver of or excuse of any other different or subsequent breach.

16. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

NOW THEREFORE, this Agreement is made and entered into, by and between the City of Jacksonville and Cherokee County, to be effective when signed by the last party whose signing makes the Agreement fully executed.

CITY OF JACKSONVILLE

CHEROKEE COUNTY

Randy Gorham, Mayor

Date: _____

Chris Davis, County Judge

Date: _____

ATTEST:

ATTEST:

Greg Lowe, City Secretary

Laverne Lusk, County Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

D. Brett Brewer, City Attorney

Dana Young, County Attorney

APPROVED

Brent Dickson, Sheriff



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>16.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Randall Chandler, Director of Community and Public Services</u>
INITIATED BY:	<u>Randall Chandler, Director of Community and Public Services</u>	EXHIBITS:	<u>Holt Caterpillar 420 Backhoe Loader</u>

EXECUTIVE SUMMARY:

As part of the adopted FY 2022-2023 Budget a backhoe loader was approved for purchase. This machine is to be utilized in the Public and Community Services Department. (This machine will enhance the current backhoe fleet by replacing an older unit that recently sold at auction on GovDeals for \$32,500.00.)

RECOMMENDED ACTION:

Approve the budgeted purchase of a new backhoe.

BID AND AWARD:

The vendor recommended for this purchase is Holt Caterpillar in the amount of \$153,822.00. This purchase would be made under a Sourcewell Contract Number 032119-CAT, which satisfies any required procurement requirements.

BUDGET DATA:

Expenditures Required - \$153,822
Current Budget - \$148,000

BUDGET JUSTIFICATION:

This equipment was part of the adopted FY 2022-2023 Budget.

STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☒	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:

As with much of the fleet, a concerted effort is being made to update equipment with the newest and most capable equipment. This is to allow for our staff to be as efficient and safe as possible while completing their jobs. As with much of the fleet, a concerted effort is being made to update equipment with the newest and most capable equipment. This is to allow for our staff to be as efficient and safe as possible while completing their jobs.

LEGAL:

The council approves all purchases of \$50,0000.



DATE: Aug 12, 2022
QUOTE #:306019-01

CITY OF JACKSONVILLE
RANDAL CHANDLER
ROYCE JONES
PO BOX 1390
JACKSONVILLE, TEXAS 75766-1390

Lively, Charles
936.675.1200

SOURCEWELL CONTRACT NUMBER: 032119-CAT
SOURCEWELL MEMBER NUMBER: 24383

One (1) New Caterpillar Inc Model: 420 Backhoe Loaders with all standard equipment in addition to the additional specifications listed below:

SALE PRICE	\$153,822.00
EXT WARRANTY	Included
TOTAL PRICE	\$153,822.00
SUB TOTAL	\$153,822.00
TOTAL PURCHASE PRICE	\$153,822.00

WARRANTY

Standard Warranty: 12 Month/Unlimited Hours Total Machine
Extended Warranty: 60 MO/4000 HR POWERTRAIN + HYDRAULICS + TECH

MACHINE SPECIFICATIONS

DESCRIPTION	REF.#
420 07A BACKHOE LOADER CFG2	542-7992
BELT, SEAT, 2" SUSPENSION	206-1747
STABILIZER PADS, FLIP-OVER	9R-6007
BUCKET-HD, 24", 6.2 FT3	219-3387
THUMB, HYDRAULIC, NO TINE, BHL	282-5409
THUMB, TINE, A 1	221-4282
TRIM PACKAGE 4	630-5315
BEACON, MAGNETIC MOUNT	211-4292
FAN	387-6682
DISPLAY, SECURITY, ENABLED	573-0397
BATTERY, HEAVY DUTY	516-5913
BUCKET-GP, 1.5 YD3, IT	251-1794

DESCRIPTION	REF.#
CUTTING EDGE, TWO PIECE, WIDE	9R-5320
TIRES, 340 80-18/500 70-24, MX	533-0488
ENGINE, 74.5KW, C3.6 DITA, T4F	
TRIM PACKAGE 4	
INCLUDES:	
544-0883 CAB, DELUXE	
554-4188 HYD, MP, 6FCN 8BNK, ST, QC	
544-0930 PT, 4WD 2WS AUTOSHIFT	
543-4284 STICK, EXTENDABLE, 4.3M (14FT)	
545-5048 DISPLAY, TOUCH SCREEN	
491-6736 WORKLIGHTS (8) LED LAMPS	
611-0345 SEAT, DELUXE FABRIC, HEATED	
542-7810 AIR CONDITIONER, S5 (T4F)	541-9540
560-6797 PRODUCT LINK, CELLULAR, PLE643	
337-9696 COUNTERWEIGHT, 460 KGS (1015 LBS)	
551-6433 RIDE CONTROL	
548-1231 LINES, COMBINED AUX, E-STICK	
540-2298 STANDARD RADIO (12V)	
551-6940 COLD WEATHER PACKAGE, 120V	
567-5090 AUTO-UP STABILIZERS	
423-7607 PLATE GROUP - BOOM WEAR	
353-1389 GUARD, STABILIZER	

STANDARD EQUIPMENT

BOOMS, STICKS, AND LINKAGES

BACKHOE

- 14'4" Center pivot backhoe
- 4.3 Meters
- Boom and swing transport locks
- Pilot operated backhoe and electro hydraulic stabilizer controls
- Street type stabilizer shoes
- Anti-drift hydraulics (boom, stick, and E-stick)
- Cat Cushion Swing(tm) system

LOADER

- Single Tilt Loader
- Lift cylinder brace
- Self-leveling loader with single lever control
- Return-to-dig (automatic bucket positioner)
- Transmission neutralizer switch
- Bucket level indicator

POWERTRAIN

- Water separator
- Thermal starting aid system
- Dry type axial seal air cleaner with integral precleaner
- Torque converter
- Transmission-four speed manual shift
- Neutral safety switch
- Spin-on filters for

- Automatic dust ejection system
- Filter condition indicator
- Hydraulically boosted multi-plate wet disk brake with dual pedals & interlock
- Differential lock

HYDRAULICS

- Pilot hoe and mechanical loader controls
- Load sensing, variable flow system with 43 gpm (162 L/min) axial piston pump
- 6 micron hydraulic filter

ELECTRICAL

- 12 volt electrical start
- Horn, front and rear
- Backup alarm
- Hazard flashers/turn signals
- Halogen head lights (2)
- Halogen rear flood lights (2)
- Stop and tail lights

OPERATOR ENVIRONMENT

- Interior rearview mirror
- ROPS canopy, Rear Fenders
- 2-inch (50mm) retractable seat belt
- Tilt steering column
- Steering knob
- Hand and foot throttle

FLUIDS

- Antifreeze - Extended Life Coolant

OTHER STANDARD EQUIPMENT

- Standard Storage Box
- Transport tie-down points
- Ground line fill fuel tank with 42.3 gal (160L) capacity & 5 gal (19L) diesel exhaust fluid
- Rubber impact strips on radiator

- Fuel
- Engine oil
- Transmission oil
- Outboard Planetary Rear Axles
- Diesel particulate filter
- Hydrostatic power steering

- Caterpillar XT-3 hose
- Hydraulic oil cooler
- Pilot control shutoff switch
- Flow-sharing hydraulic valves
- Hydraulic suction strainer

- Audible system fault alarm
- Key start/stop system
- 850 CCA maintenance free battery
- Battery disconnect switch
- External Power Receptacle (12v)
- Diagnostic ports for engine and machine Electronic Control Modules

- Automatic Engine Speed Control
- One Touch Low Idle
- Floor mat and Coat Strap
- Lockable storage area
- Air suspension seat

-20F (-30C)

- guard
- CD-ROM Parts Manual
- Safety Manual
- Operations and Maintenance Manual
- Lockable hood
- Tire Valve Stem Protection

CAT® BACKHOE LOADER

MORE OF WHAT YOU ASKED FOR

415
416
420
430

YOU SPOKE, WE LISTENED



More Comfort – More Performance – More Versatility
CAT® BACKHOE LOADERS BUILT WITH CUSTOMERS' INPUT.

OPERATOR EXPERIENCE

- NEW Operator Display Improves Line of Vision
- Bluetooth® NBT Connect with the PowerShift Touchscreen
- 5th Main Frame Upgrade provides Room of More
- Proportional Thrust Control on the Hydraulic Improve And Hydraulic Control

Building Construction Products
CONSTRUCTION - SPECIAL

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UP TO **10%*** MORE PERFORMANCE

- NEW 1.9L (11.6) per hour 130+ - more Fuel Efficiency
- Up to 10% more Power Lift Performance (420)
- Increased load capacity and stability

IMPROVED MACHINE UTILIZATION

RT Loader Coupler

- Charge Attachment for various applications such as backhoe loader
- Pallet Fork
- Material Handling Arm
- Snow Plow

CAT



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	<u>2/14/2023</u>	ITEM NUMBER:	<u>17.</u>
DEPARTMENT:	<u>Administration</u>	PREPARED BY:	<u>Daniel Seguin, Communications Manager</u>
INITIATED BY:	<u>Daniel Seguin, Communications Manager</u>	EXHIBITS:	<u>Social Media Policy 2023, SOCIAL MEDIA AGREEMENT FORM</u>

EXECUTIVE SUMMARY:

The City of Jacksonville, in an ongoing effort to maintain effective communication to and with residents and other audiences, uses social media platforms to deliver messages directly to users and to encourage resident involvement, interaction, and feedback. This policy establishes guidelines for use of social media platforms to ensure timely, accurate, and appropriate use of those communication channels to deliver clear, concise, and consistent messages on behalf of

the City. This policy will be 1.10 under general policies and the agreement form will 1.10a.

It covers the following items:

- Establishes the expectation that the City may monitor employees' social media.
- Prohibits employees from representing their posts as the official position of the City.
- Outlines record retention requirements for Social Media.
- Requires that employees obtain departmental approval and approval from the Director of Communications and the City Manager before creating a City Social Media page.
- Outlines how City Social Media pages must be set up including a Terms of Use.
- Prohibits blocking, deleting comments, or otherwise censoring the public on social media unless strict requirements have been met and procedures followed.

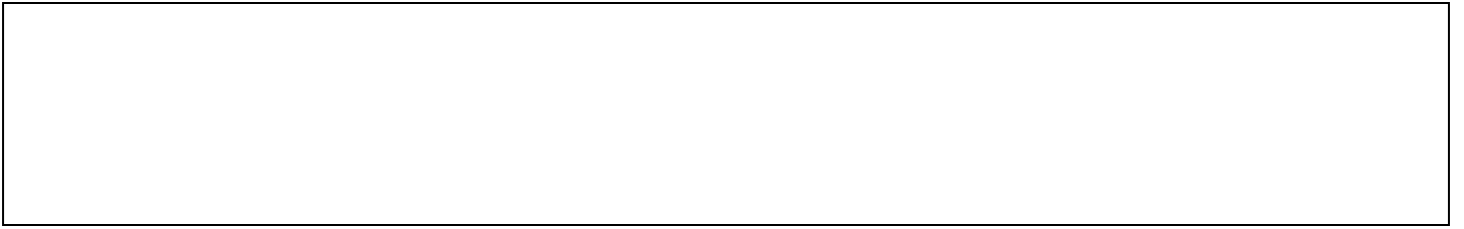
RECOMMENDED ACTION:

Make a motion approving the two new social media policies for employees and elected/appointed officials.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:



STRATEGY MAP**POLICY/GOAL CONSIDERATION:**

Strategy map goal: 1.3 and 3.2. To ensure proper use of social media and assure public information is properly maintained.

LEGAL:

The city attorney reviewed the policies.



SOCIAL MEDIA POLICY

PURPOSE AND SCOPE

The City of Jacksonville, in an ongoing effort to maintain effective communication to and with residents and other audiences, uses social media platforms to deliver messages directly to users and to encourage resident involvement, interaction, and feedback. This policy establishes guidelines for use of social media platforms to ensure timely, accurate, and appropriate use of those communication channels to deliver clear, concise, and consistent messages on behalf of the City.

The City also recognizes the role that these tools play in the personal lives of some City personnel. Personal use of social media can have bearing on City personnel in their official capacity. As such, this policy provides information of a simply precautionary nature as well as prohibitions on the use of social media by City personnel.

This policy applies to all employees including sworn and non-sworn employees, probationary employees, full-time employees, part-time employees, volunteers, and interns of the City of Jacksonville.

LIMITS ON PRIVACY

No user shall have any expectation of privacy in any message, file, image, or data that has been created, sent, retrieved, received, or posted utilizing the City electronic communications tools/devices. All messages, files, images, and data that have been created, sent, or retrieved over the internet or by any user in the transaction of public business are the property of the City of Jacksonville. Such communications may be monitored by the City at any time, without notice, and without the user's permission.

No employee shall publish, post, display, or cause to be published, posted, or displayed, any information, date, or photographs, in any format, electronic or otherwise, that purports, by word or presentation, to represent an official publication by, or the official position of, the City without authority of the City Manager or designee.

The City may include internet-based content including social media to conduct background investigations of persons seeking employment or volunteer positions. Vetting techniques shall

City Council:

Mayor: Randy Gorham **Mayor Pro-Tem:** Rob Gowin **District 1:** Hubert Robinson **District 2:** Mindy Gellock **District 3:** Tim McRae

City Manager: James Hubbard



be applied uniformly to candidates of positions that may be considered a “face” or “voice” of the organization.

RECORDS RETENTION AND OPEN RECORDS

Social media sites contain communications sent and received by the City and its employees. These interactions are considered public records subject to disclosure, in accordance with the Texas Public Information Act. Regular retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). The City preserves records pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible.

Note that these requirements and obligations to preserve and retain extend to circumstances where public employees post information pertaining to public business with their private social media accounts. An employee may share publicly available information related to the City on their personal social media pages but may not make original statements purporting to be the official position of the City, its appointed/elected officials, or its boards and commissions. Should this restriction be violated, the employee may be subject to discipline. Do not delete the post. Forward records of these postings to the City Clerk and the Director of Communications so that information can be stored for Public Information Act purposes.

RESPONSIBILITY

It is the responsibility of the Communications Department to act as the City’s official spokesperson and maintain the City’s official web presence via social media and the Internet.

It is the responsibility of the Information Technology (IT) Department to administer security measures that support this policy.

It is the responsibility of City Departments and employees who engage in social media in an official capacity for their department to coordinate this activity with the Communications Department.

The responsibility for assuring complete compliance with the provisions of this policy lies with the department director, supervisors, and the individual employee involved. It is the responsibility of social media users to stay informed regarding City policies related to this activity.

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City Manager: James Hubbard



CITY-SPONSORED SOCIAL MEDIA USE

The purpose of using social media platforms is to provide news and information on City services, City government, or City sponsored or produced events and to use the public forums for community outreach and engagement.

City employees wanting to create and maintain department-specific social media platforms/pages separate from the City's current platforms/pages must obtain approval from the department director, the Director of Communications, and the City Manager. Departments must provide specific reasons for the need to have separate social media pages and how those social media pages will be maintained and monitored. If approved, the department director and Director of Communications will periodically review each page. Those that do not meet the City's intended goals and objectives may be removed at any time. Prior to deletion, all accounts/pages must be archived for Public Information Act purposes.

Each City social media site must identify the City name and department. It must also include an introductory statement that clearly specifies its purpose and topical scope as well as contact information for the department. Where possible, department social media sites should link back to the official City of Jacksonville website for forms, documents, and other information.

The department director or designee is responsible for the management, posting, and monitoring of the specific department's public social media presence.

Social media pages should state the Following: "The opinions expressed by visitors to the page do not reflect the opinions of the city or the department. Comments will be monitored and content posted or submitted for posting is subject to public disclosure." In addition, all social media pages should state the following **Social Media Terms of Use**:

- The City reserves the right to require those who comment on its posts to comply with the Terms of Use of the social media site and will report users the City believes to be in violation of the Terms of Use.
- Individuals who post or comment are legally responsible for their comments and/or posts. Comments and/or posts must not breach any law, confidentiality, or copyright.
- Comments and/or posts must not include commercial endorsements or spam, conduct or encouragement of illegal or illicit purposes, sexual content, links to sexual content, or other obscene content.
- Comments and/or posts made on a City page or posts by the City or the public are subject to public disclosure and open records.

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Employees may not utilize any methods to block or otherwise restrict select individuals from posting or commenting on City pages or posts unless they violate the Social Media Terms of Use listed above, have been notified of each violation, and given two violations before a permanent ban/block.

Employees may request to hide a comment at the approval of their department director. City posts and comments may not be hidden or deleted until they have been properly archived for Public Information Act purposes. Before deleting or hiding a post or comment, employees must coordinate with the Director of Communications to ensure the post or comment has been archived, that the reasoning for hiding or deleting the comment is well documented, and that the removal does not violate City policy.

Should a department director or designee see fit to end a conversation in the comments that is damaging the reputation of the City or is spreading false information, they may do so only by restricting future comments. They may not delete or hide existing comments unless they violate the Social Media Terms of Use listed above.

Should a department director or designee see fit to remove a post made by the department page, it may do so but must document the post and the comments by taking a screen-capture of the post and the comments, saving the screen-capture to a designated folder on a network drive, and sending the screen-capture to the Director of Communications for documentation.

Employees representing the City of Jacksonville via its social media platforms must always conduct themselves as a representative of the City and in accordance with all personnel policies. Any employee maintaining or posting on City social media sites must adhere to the following guidelines:

- A. Administer or maintain Facebook pages with personal profiles connected to their personal email addresses as required by Facebook.
- B. Administer or maintain all other pages with professional profiles connected to their City email addresses.
- C. Refrain from conducting political activities or private business from all City social media platforms.
- D. Refrain from making statements or posts about current or pending City investigations or transmitting or otherwise disseminating confidential information, including photographs or videos related to City activities or work-related assignments without permission of the City Manager or designee(s).

City Council:

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City Manager: James Hubbard



E. Refrain from using personal e-mail accounts in conjunction with or to administer official City social media sites apart from Facebook.

PERSONAL SOCIAL MEDIA USE

Employees are not authorized to represent the City on social media sites unless explicitly authorized by their department director, and approved by the Director of Communications. It is paramount for the audience to know the difference between your personal opinion and the official view of the City.

City employees may not use personal social media pages for official City communications or to express official City opinions or positions.

Personal sites may not be designed in such a way as to cause users to believe the site is a City-administered or City-endorsed site, including the unauthorized use of the City logo and trademarks.

Employees are prohibited from disclosing confidential information of any kind including but not limited to City of Jacksonville computer systems, projects, facilities, or employees on any personal social media in any way. This includes photographs or depictions of activities, including investigations and incidents.

Employees who fail to follow the policy regarding social media may be subject to disciplinary action, up to and including termination.

MONITORING OF SOCIAL MEDIA

Supervisors may randomly monitor the postings of employees for purposes of protecting the integrity and reputation of the City and ensuring privacy and security of City records and information.

If you come across positive or negative comments about the City, consider forwarding them to the Director of Communications.

City Council:

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City Manager: James Hubbard



CITY OF JACKSONVILLE, TX

315 S Ragsdale
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

MEDIA INQUIRIES

Social Media and website postings may generate media coverage. If a member of the media contacts you about a City-related posting or requests City information of any kind, contact the Director of Communications.

DISCLAIMER

The City Manager reserves the right to change, modify, amend, revoke, or rescind all or part of this policy at any time.

APPENDICES:

Social Media Agreement Form.

City Council:

Mayor: Randy Gorham **Mayor Pro-Tem:** Rob Gowin **District 1:** Hubert Robinson **District 2:** Mindy Gellock **District 3:** Tim McRae

City Manager: James Hubbard



CITY OF JACKSONVILLE, TX

315 S Ragsdale
Jacksonville, Texas 75766
(903) 586-3510
www.jacksonvilletx.org

SOCIAL MEDIA AGREEMENT FORM

Name: _____

Position/Title: _____

Department: _____

I agree to use City-approved social media sites for City business as appropriate and in compliance with this policy. I understand that I must have approval from the department director, the Director of Communications and Tourism, and the City Manager to create a social media site on behalf of the City. I also understand that I am responsible for all postings made by me on City social media sites, including those made in the comments sections. I acknowledge that all City-approved social media sites are City property and will be monitored by officials of the City.

I understand employees do not have privacy rights in the use of City social media sites and the postings, data, access to, or distribution of such materials is subject to Open Records. I agree to abide by all security procedures as set forth by the IT Department that now exist or may hereafter be written and procedures set forth in the Texas Department of Information Resources approved cybersecurity training before accessing or posting to any social media sites. I acknowledge that any abuse of social media sites, including violation of the rules and guidelines set forth in this policy or in any current or future modified personnel policy, can be grounds for disciplinary action, up to and including termination of my employment.

I acknowledge that I have read and understood the policy pertaining to personal use of social media and will abide by them.

Printed Name

Signature

Date



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	2/14/2023	ITEM NUMBER:	18.
DEPARTMENT:	Administration	PREPARED BY:	ReNissa Wade, Assistant City Manager
INITIATED BY:	ReNissa Wade, Assistant City Manager	EXHIBITS:	Section 1 and 9 updates

EXECUTIVE SUMMARY:

The City of Jacksonville adopted the current personnel policies in May 2019. The policy exists to assist the organization in providing clear communication regarding benefits and expectations to employees by setting the operating standards and defining appropriate procedures. During FY 2022, the City Manager authorized a policy review committee comprised of the Assistant City Manager, Police Chief, Finance Director, City Librarian and the Director of Public Works to review the current policies and practices of the organization and make recommendations regarding any need for clarification, revisions, or updates to the policies.

Section I – General Policies 1.01 Authority 1.04 Applicability of Personnel Policies, 1.08 Unlawful Harassment, 1.09 Complaint Procedure, 1.10 Investigation of Complaints Discrimination, Harassment, 1.11 Persons with Disabilities, 1.12 Policy Changes and Employee Suggestions and Section IX- Health and Safety Weapons Policy 9.03 were noted as needing immediate attention.

The summary of updates is as follows:

- **1.01 Authority** – Removed reference o Policy Committee of the City Council. Added language referencing “these policies” to the disciplinary action statement. (Page 7)
- **1.04 Applicability** of Personnel Policies – Removed the title City Attorney from the exemption list of the policies. (Page 9)
- **1.08 Unlawful Harassment** – Updated title to Prohibition of Unlawful Discriminatory Practices and Harassment. Added definition of discrimination. (Page 10) Add discrimination as an act under the sections liability and reporting (Page 13)
- **1.09 Complaint Procedures**- Created a separate section for complaint procedures and updated wording to include discrimination. (Page 13 -14)
- **1.10 Investigation of Complaints Discrimination, Harassment, or Policy Violations** – New section. This section gives specific guidance regarding the types of complaints, how to file, the city’s responsibility, anti-retaliation, investigation timelines, and much more. (Page 14 – 19)
- **1.11 Persons with Disabilities** – updated numbering and 1 minor change from “company” to “city” (Page 19)
- **1.12 Policy Changes and Employee Suggestions** – updated numbering
- **9.03 Weapons Policy** – Complete replacement of wording. New wording continues to allow employees which are licensed to carry a handgun to carry the weapon in non-restricted areas but disallows any type of open carry. The updated policy further clarifies that it is not the city’s expectation that those individuals be used to protect or secure any city facility. It further removes the requirement for the employee to notify the police department in writing that he/she has a license to carry a handgun. (Page 68)

RECOMMENDED ACTION:

It is recommended that the City Council review and adopt all changes to the city's policies and authorize the changes to take effect immediately upon adoption.

BID AND AWARD:

BUDGET DATA:
BUDGET JUSTIFICATION:

STRATEGY MAP				
Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes	☐ 2.1 Code compliance and updates	☐ 3.1 Maintain a well-trained professional workforce	☐ 4.1 Assess the condition of infrastructure	☐ 5.1 Diversify the tax base
1.2 Leverage the talent and input of citizens	☐ 2.2 Parks, recreation, and community building	☐ 3.2 Proactively seek process improvements	☒ 4.2 Strengthen routine maintenance programs	☐ 5.2 Leverage and maximize City facilities
1.3 Transparent and engaging communication	☐ 2.3 Community policing and crime prevention	☐ 3.3 Ensure financial stability and stewardship	☐ 4.3 Adopt a capital improvement program	☐ 5.3 Disasters and emergencies
1.4 Ensure value of services	☐ 2.4 Preserve and revitalize existing neighborhoods	☐ 3.4 Pursue partnerships and grants	☐ 4.4 Protect natural resources	☐ 5.4 Comprehensive community planning
POLICY/GOAL CONSIDERATION:				
LEGAL:				

SECTION I – GENERAL POLICIES

1.01 Authority

The City, through the City Manager, reserves the authority to modify, revoke, interpret, or terminate any or all of the rules set forth in these policies, in whole or in part at any time. The issuance of these policies does not constitute an expressed or implied contract between the City and its employees. Supervisory personnel shall not and cannot make any representation to employees or applicants concerning the terms or conditions of employment with the City which are inconsistent with these policies.

City policies are subject to the final approval and revision by City Council. The general and final authority for personnel administration rests with the City Manager.

The City Manager may revise or amend these policies and procedures to the extent deemed necessary by the City Manager in order to more effectively and efficiently promote the interests of the City and its employees, ~~subject to revision or modification by the Policy Committee of the City Council.~~

Supervisors and department heads are responsible for enforcing the provisions of these policies. City employees are responsible for complying with and adhering to these policies and for conforming to the directions provided by departmental management in the fulfillment of the policies.

Because of the variety of services performed by the City, it may be necessary for individual departments to establish codes of conduct, rules and regulations, policies, and standard operating procedures to accomplish departmental responsibilities in addition to these policies. All such departmental rules/policies may be more restrictive but not less restrictive than these policies. Departmental policies must be approved by the City Manager in writing. An employee who violates ~~these policies and/or~~ a departmental code of conduct, rule, policy, or procedure is subject to disciplinary action up to and including termination.

1.02 Responsibility for Implementation of Personnel Policies

The City Manager is responsible for the administration of personnel policies. Supervisors and department heads are responsible for the day-to-day administration and enforcement of these policies.

With the exception of matters of appointments, and any other personnel actions reserved to the City Council by statute or ordinance, final authority on appointments and personnel decisions is reserved by the City Manager.

10. To recruit, select, compensate, and promote employees on the basis of qualifications and merit.

1.04 Applicability of Personnel Policies

These personnel policies and procedures apply equally to all employees of the City unless a class of employees is specifically exempted. The ~~City Attorney and~~ Municipal Judge are not covered by the terms of these policies.

In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply with applicable laws or regulations.

1.05 Dissemination of Personnel Policies

The City Secretary shall maintain the official set of personnel policies with all revisions for reference by employees and is responsible for providing a complete copy of this manual and copies of all subsequent revisions or policy changes to each employee. If a question arises about a particular policy, the official set of policies in the City Secretary's office should be consulted and will control.

As a part of the initial orientation process, HR will provide a copy of the policy manual to new employees. Upon receipt, each employee is required to sign an acknowledgement declaring they have received a copy of the manual and accepts responsibility for knowing the contents. The acknowledgement form is filed in the employee's personnel file. Failure to sign and return an acknowledgement form is grounds for termination.

1.06 At Will Employment

The City of Jacksonville is an at will employer. Texas law allows the City to maintain this at will employment relationship with its employees. This means that either the employee or the City may decide that the employee will leave the job without either party having to give a reason.

1.07 Equal Employment Opportunity

The City of Jacksonville does not discriminate against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based on race, age, gender, religion, color, disability, or national origin.

An employee should not engage in any conduct at work that involves the use of derogatory remarks or jokes that reference or refer to a person's race, age, gender, religion, color, disability, or national origin.

performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly, and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men. Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," ("do something for me and I will do something for you") may be defined as an exchange of sexual favors for improvement in working conditions and/or compensation. The second category, "hostile, intimidating, or offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples are, but not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against City policy to download inappropriate pictures or materials from computer systems.

Sexual Harassment Defined

Applicable state and federal law define sexual harassment as unwanted sexual advances, requests for sexual favors, visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made a term or condition of employment; or
2. Submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or
3. The conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

This definition includes many forms of offensive behavior. The following is a partial list:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, computer images, pictures, cartoons, or posters;

Liability for **Discrimination and Harassment**

Any employee, whether a coworker or supervisor, who is found to have engaged in prohibited **discriminatory practices or harassment** is subject to disciplinary action up to and including **discharge from employment termination**. Any employee, who engages in prohibited **discriminatory practices or harassment**, including any supervisor who knew about the **discrimination or harassment** but took no action to stop it, may be held personally liable for monetary damages. Any supervisor who knew about **the discrimination or harassment** and took no action to stop it or failed to report the **discrimination or harassment** to the department head, **the Assistant City Manager, the City Attorney or to the City Manager** may also be subject to discipline up to and including **discharge termination**.

The City accepts no liability for **discriminatory acts or harassment** of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The City may or may not provide legal, financial, or any other assistance to an individual accused of **discrimination or harassment** if a legal complaint is filed.

Reporting **Discrimination or Harassment**

While the City encourages employees to communicate directly with the alleged **violation harasser** and make it clear that the **harasser's violator's** behavior is unacceptable, offensive, or inappropriate, it is not required that they do so. It is essential **that the reporting procedures located in Section 1.09 Complaint Procedures be followed, however, to notify the immediate supervisor immediately even if an employee is not sure the offending behavior is considered harassment.**

Any incidents of harassment must be immediately reported to a supervisor or department head. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. The City will also take any additional action necessary to appropriately remedy the situation.

1.09 Complaint Procedure

The **City** wants every individual to know that procedures exist to report **any any discrimination or harassment**. These procedures should be followed whenever an individual believes that he or she has been the subject of **discrimination**, harassment or observes or has knowledge of a violation of the City's policy on **discrimination or harassment**. Particularly, anyone in a supervisory position who observes or has knowledge of a violation of the City's anti-harassment policy (whether or not a complaint has been filed) has an obligation to report

within the United States. This policy provides guidance for conducting internal investigations of alleged prohibited discrimination, harassment and other violations of city policies, rules and standards of conduct.

Procedures for Reporting Discrimination, Harassment, or Policy Violations

The city wants every individual to know that procedures exist to report any discrimination, harassment or policy violations. These procedures should be followed whenever an individual believes that he or she has been the subject of prohibited discrimination, harassment or observes or has knowledge of a violation of the City's policies. Particularly, anyone in a supervisory position who observes or has knowledge of a violation of the City's anti-discrimination or harassment policy (whether or not a complaint has been filed) has an obligation to report the situation to the City Manager.

The incident or conduct in question should be promptly reported to a direct supervisor. The complaint may be verbal or written. If an employee is uncomfortable discussing the matter with their immediate supervisor, they may report the incident or conduct to the department head, the Assistant City Manager, the City Attorney or to the City Manager.

Employees should also feel free to report the incident or conduct even if in the past it was not reported, or if they have taken some time to decide to make the complaint.

Whenever an agent of City of Jacksonville, Texas (i.e., officer, manager, supervisor) receives a formal complaint or other information indicating a possible violation of law or City of Jacksonville, Texas policy, the City of Jacksonville, Texas will conduct an investigation.

Anonymous Complaint

Anonymous complaints can be filed with the City of Jacksonville, Texas. Unfortunately, because the complaint is anonymous, the City of Jacksonville, Texas is hampered in responding in a meaningful way. As with all concerns raised to the city, the approach will be to **actively listen, document the call/correspondence and respond with an appropriate level of urgency based on all information available.** Acknowledgement and action may not be evident to the complainant as there is no way to communicate or respond to the allegations.

Responsibility

City of Jacksonville, Texas will promptly initiate an appropriate investigation into all possible violations of law and City of Jacksonville, Texas policy. The City Manager or the City Manager's designee will have primary responsibility for investigating complaints relating to employee misconduct. In certain situations, the legal department may assume responsibility for certain investigations and instruct other personnel to gather information for the investigation. In such

Confidentiality

The City of Jacksonville, Texas investigator(s) will inform the complainant(s) that the city-initiated investigation will be handled on a need-to-know basis; however, if information is learned that personnel action or legal action is required, there is a potential that disclosure of this information may occur in the process or through any other state or federal mandated rule, law, or regulation.

Retaliation

The City of Jacksonville, Texas prohibits retaliation including making threatening communication by verbal, written or electronic means against any individual who reports or provides any information concerning unlawful discrimination, harassment or other violations of city policies, rules and standards of conduct. Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including termination.

Risk Assessment

The City of Jacksonville, Texas investigator(s) will make a reasonable effort to ensure that the complainant(s) or person(s) providing information during an investigation are not exposed to any threats of violence, intimidation, or personal risk. If any such situations are identified or have occurred, the City of Jacksonville, Texas will proceed with the appropriate response, as advised by the HR department, legal department, Police department or other professionals. Any City of Jacksonville, Texas employee found to have engaged in threatening behavior will be subject to disciplinary action up to and including termination, in accordance with the city's personnel policies.

Administrative Leave

Subjects of the investigation may be placed on paid or unpaid administrative leave during the investigatory process as deemed appropriate by the City Manager, Assistant City Manager and/or legal counsel.

Investigative Timeline

City of Jacksonville, Texas will make all reasonable efforts to initiate an investigation into the allegation(s) and conclude the investigation in a timely fashion, as appropriate.

Investigative Tasks

The following steps should be undertaken as appropriate for the particular investigation:

notification to the complainant and the accused should state that City of Jacksonville, Texas completed a thorough investigation but has been unable to establish the truth or falsity of the allegation(s). The City of Jacksonville, Texas will take appropriate steps to ensure that the persons involved understand the requirements of the City's policies and applicable law, and that City of Jacksonville, Texas will monitor the situation to ensure compliance in the future.

Retention of Investigative Records

Unless advised otherwise by the legal department the City of Jacksonville, Texas will retain records relative to a city-initiated investigation for the greater of a period of three years or the minimum retention period required by law.

Release of Investigative Records

City of Jacksonville, Texas will not release any investigative files, including interviews and findings, unless authorized by the Assistant City Manager or the legal department or pursuant to a court-authorized request (i.e., subpoena, court order, public information act).

Notice to Government Agencies

Before notifying any government agency concerning a city-initiated investigation, the Assistant City Manager and the legal department will conduct a full review of the investigation and will determine what information, including documents, should be released to the government agency. Examples may include state licensing agencies or immigration officials when terminating foreign employees.

Disclosures to Third Parties

No City of Jacksonville, Texas employee or agent may make any disclosure to third parties (e.g., lawyers, investigators, insurance representatives, media reporters) regarding the particulars of any city-initiated investigation without prior approval from the City Manager's Office and the legal department. The city will follow all laws with respect to release of information.

1.0911 Persons with Disabilities

The City prohibits discrimination on the basis of disability in all employment practices. Before making an offer of employment, an employer may not ask job applicants about the existence, nature, or severity of a disability. Certain positions may be subject to bona fide occupational qualifications. Applicants may be asked about their ability to perform job functions. The City Manager has responsibility for all employment practices concerning disabilities.

understanding of all personnel policy changes and for requesting clarification or assistance when needed.

Supervisors and employees are provided copies of changes to these policies by the department head as soon as practicable.

contents. Employees are not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for the City when the employee cannot drive safely. This prohibition includes circumstances in which the employee is temporarily incapacitated because of illness, medication, or intoxication by any substance.

9.03 Weapons Policy

~~No employee shall carry on or about his person any instrument or weapon that will inflict bodily injury or death.~~

~~No employee, other than a licensed peace officer, shall open carry a weapon in any City work site, or while conducting City business.~~

~~No employee, other than a licensed peace officer, shall carry a concealed weapon in any City work site, or while conducting City business, unless that person is licensed to carry a concealed handgun with the license recognized by the State of Texas. If an employee holds a License to Carry a Handgun (LTC), they must notify the police department in writing.~~

~~For purposes of this section, the term "City work site" includes not only City buildings and property, but also other assigned work locations, City vehicles and equipment. The term "City building" means any and all buildings or portions of buildings owned, leased or otherwise controlled by the City of Jacksonville.~~

~~Except as otherwise provided within this Weapons Policy, no employee, other than a licensed peace officer of the City, may carry or possess a firearm or other weapon on City premises. Prohibited weapons include firearms, clubs, explosive devices, knives with blades exceeding 5 ½ inches and other instruments defined in Section 46.01 of the Texas Penal Code.~~

~~Pursuant and subject to Section 52 of the Texas Labor Code and Section 411.203 of the Texas Government Code, employees, other than licensed peace officers of the City, are prohibited from the open carry of any handgun while on duty or in City vehicles, except as otherwise set forth in this paragraph. Concealed carry by employees who are handgun license holders will be permitted pursuant to this policy. Nevertheless, employees who are licensed under Chapter 411 of the Texas Government Code may not carry concealed handguns on the premises of the municipal courtroom or offices utilized by the court unless pursuant to written authorization by the municipal judge. Nor may such employees carry concealed weapons in any room where a meeting subject to the Texas Open Meetings Act is then being held or within the controlled access, secure portion of the Police Department.~~



Jacksonville City Council

AGENDA ITEM REPORT

AGENDA DATE:	2/14/2023	ITEM NUMBER:	21.
DEPARTMENT:	Administration	PREPARED BY:	Greg Lowe, City Secretary
INITIATED BY:	James Hubbard, CITY MANAGER	EXHIBITS:	Dec 2022 Financial Report, Jan 2023 PD Report, Public and Community Services Jan 2023 Report, Library Report January 2023, Museum Report January 2023

EXECUTIVE SUMMARY:

The reports that follow this report are monthly departmental reports and part of the city manager's monthly report.

RECOMMENDED ACTION:

No action required.

BID AND AWARD:

BUDGET DATA:

BUDGET JUSTIFICATION:

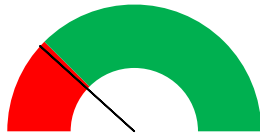
STRATEGY MAP

Citizens First	Strengthen Neighborhoods	Manage the "Business"	Focus on Infrastructure	Planning and Preparedness
1.1 Customer-centric service and processes ☐	2.1 Code compliance and updates ☐	3.1 Maintain a well-trained professional workforce ☐	4.1 Assess the condition of infrastructure ☐	5.1 Diversify the tax base ☐
1.2 Leverage the talent and input of citizens ☐	2.2 Parks, recreation, and community building ☐	3.2 Proactively seek process improvements ☐	4.2 Strengthen routine maintenance programs ☐	5.2 Leverage and maximize City facilities ☐
1.3 Transparent and engaging communication ☐	2.3 Community policing and crime prevention ☐	3.3 Ensure financial stability and stewardship ☐	4.3 Adopt a capital improvement program ☐	5.3 Disasters and emergencies ☐
1.4 Ensure value of services ☐	2.4 Preserve and revitalize existing neighborhoods ☐	3.4 Pursue partnerships and grants ☐	4.4 Protect natural resources ☐	5.4 Comprehensive community planning ☐

POLICY/GOAL CONSIDERATION:**LEGAL:**

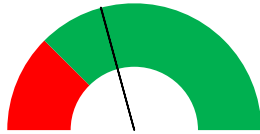
Charter requires the city manager to make a report to the council each month.

23.4% of Annual Projection



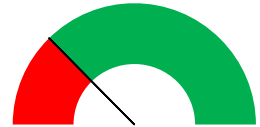
Water Sales

41.5% of Annual Projection



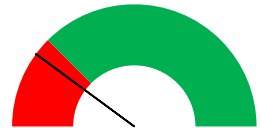
Property Taxes

25.2% of Annual Projection



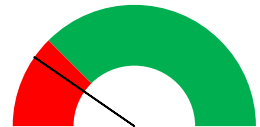
Sales Taxes

20.2% of Annual Projection



Sanitary Sewer Charges

19.2% of Annual Projection



Fees

City of Jacksonville, Texas

Financial Statement

As of December 31st, 2022

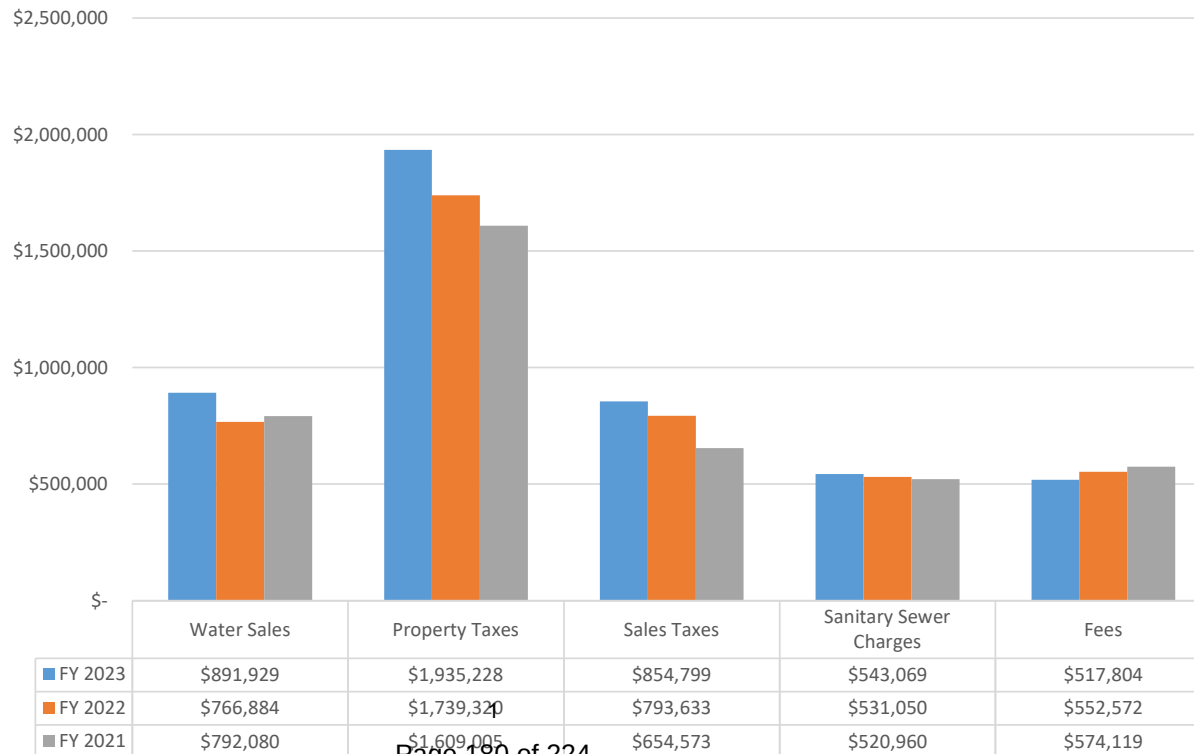
OVERVIEW

December 31st marks the end of the third period, or first quarter, of the FY 2023 budget year. Therefore, the year-to-date budget percentage for budgetary comparison is 25.0%.

As of December 31st, 2022 General & Utility Fund combined revenues are \$6,269,895. This is greater than budgeted expectations at 29.2% of the annual budgeted amount. FY 2023 revenues are increased \$880,178, or 16.3%, over FY 2022.

General & Utility Fund combined expenditures of \$4,415,456 are less than revenue received. This amount is less than budgeted expectations at 20.6% of the annual budgeted amount. FY 2023 expenditures are increased \$290,267, or 7.0%, over FY 2022.

Top 5 Revenue Sources- Comparison to Prior Fiscal Years



*ARE THE
PRIORITY*



GENERAL FUND REVENUES

Revenue Signal Key

	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	December 2022					Year-To-Date				Annual			Prior Year			
	Signal	Actual	Projected	%		Signal	Actual	Projected	%	Actual	Projected	%	Actual	Projected	%	
Taxes		\$ 1,000,903	\$ 671,373	149.1%		\$ 2,790,027	\$ 2,014,119	138.5%		\$ 2,790,027	\$ 8,056,476	34.6%		\$ 2,532,953	\$ 7,274,068	34.8%
Franchise Fees		49,541	110,833	44.7%		353,821	332,500	106.4%		353,821	1,330,000	26.6%		368,401	1,395,329	26.4%
Intergovernmental Revenue		308,419	-	0.0%		331,770	-	0.0%		331,770	-	0.0%		-	-	0.0%
Fines & Forfeiture		28,069	28,788	97.5%		89,772	86,363	103.9%		89,772	345,450	26.0%		69,509	500,387	13.9%
License & Permits		3,551	4,022	88.3%		7,843	12,065	65.0%		7,843	48,258	16.3%		9,925	49,175	20.2%
Fees & Charges For Services		185,086	224,419	82.5%		517,804	673,257	76.9%		517,804	2,693,029	19.2%		552,572	2,363,205	23.4%
Investment Income		26,848	5,785	464.1%		70,959	17,356	408.8%		70,959	69,424	102.2%		10,378	30,000	34.6%
Miscellaneous Receipts		2,709	7,073	38.3%		54,102	21,219	255.0%		54,102	84,875	63.7%		47,680	220,957	21.6%
Transfers In		166,976	166,976	100.0%		500,929	500,929	100.0%		500,929	2,003,716	25.0%		421,458	1,750,702	24.1%
Total Revenues		\$ 1,772,102	\$ 1,219,269	145.3%		\$ 4,717,026	\$ 3,657,807	129.0%		\$ 4,717,026	\$ 14,631,228	32.2%		\$ 4,012,877	\$ 13,583,823	29.5%

YEAR-TO-DATE OVERVIEW

December 31st, 2022 marks the third month, or first quarter, of the new fiscal year. General Fund non-property tax revenue of \$2,781,798 is \$289,319 greater than projected. Total revenues (including Property Taxes) are \$1,059,219 greater than projected and are increased 17.5% over last fiscal year.

PROPERTY TAXES

Tax collection of \$1,935,228 is \$769,900 greater than projected and is increased \$195,907, or 11.3%, over last fiscal year. The majority of property tax revenue is received during the first five months of the fiscal year.

SALES TAXES

Through December 31st \$854,799 of sales tax revenue has been received. Receipts are \$6,008 greater than projected and are increased \$61,166 over last fiscal year.

FRANCHISE FEES

Year-to-date Franchise Fees total \$353,821. Receipts are \$21,321 greater than projected but are decreased (4.0)%, or \$(14,580), from last fiscal year.

INTERGOVERNMENTAL REVENUE

Intergovernmental revenue is comprised of local, county, state, and federal grants and reimbursements received by the city. Through December 31st, \$331,770 was received from the Texas Division of Emergency Management for reimbursement of expenses related to the February 2021 Winter Storm Uri.

MUNICIPAL COURT

Revenue of \$89,772 is \$3,410 greater than the year-to-date projection. Collections are increased \$20,263 over prior year.

LICENSES & PERMITS

Revenue of \$7,843 is \$(4,222) less than the year-to-date projection and is decreased \$(2,083) from FY 2022 receipts.

FEES & CHARGES FOR SERVICES

Fees & charges for services revenue year-to-date is \$517,804, which is \$(155,453) less than the year-to-date projection and is decreased \$(34,768), or (6.3)%, from last fiscal year. This category is primarily made up of Sanitation Fees, EMS/Ambulance Service Fees, and Lake Jacksonville Leases.

INVESTMENT INCOME

Revenue of \$70,959 is \$53,603 greater than the year-to-date projection. Interest received on the City's investments was increased \$60,581 over FY 2022.

MISCELLANEOUS RECEIPTS

As of December 31st, \$54,102 of miscellaneous revenue was received. Receipts are ahead of monthly projections and are \$6,421 greater than prior year receipts. Sale of surplus city equipment has pushed this category above both projections and prior year receipts.

TRANSFERS IN

Monthly transfers reimburse the General Fund for the transferring fund's share of general, administrative and other applicable expenses.

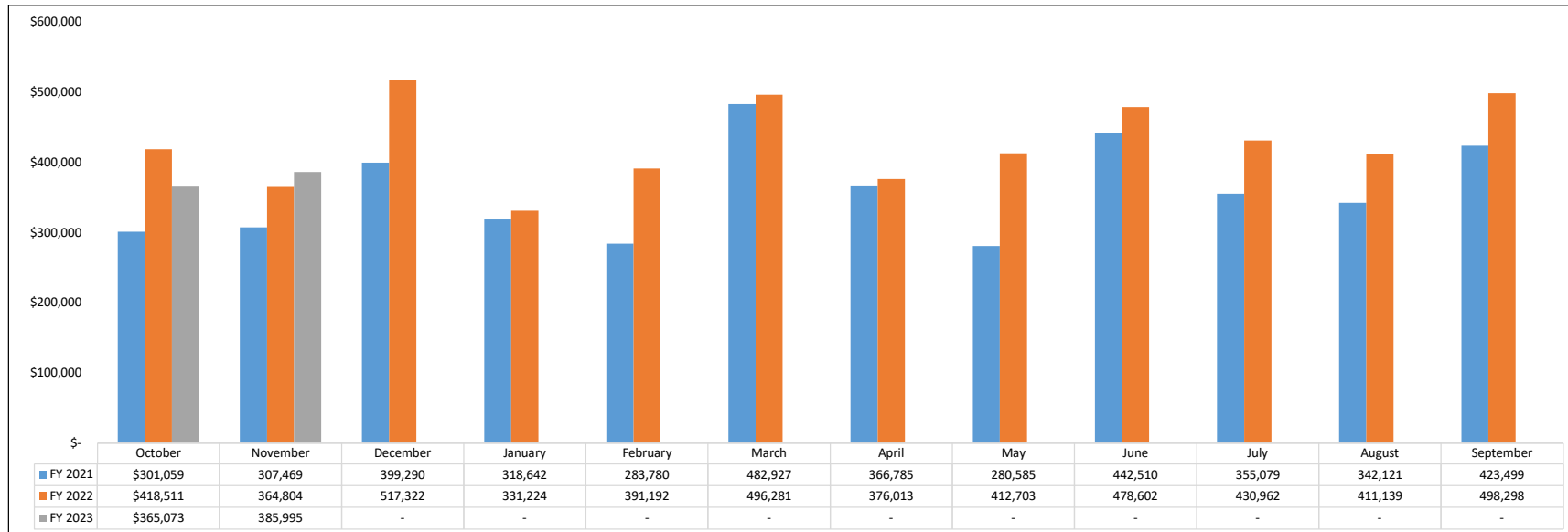
The monthly transfer schedule is as follows:

• Water/Wastewater Utility	\$ 129,339
• Grant	33,333
• Hotel/Motel Occ Tax	3,675
• Court Security	628



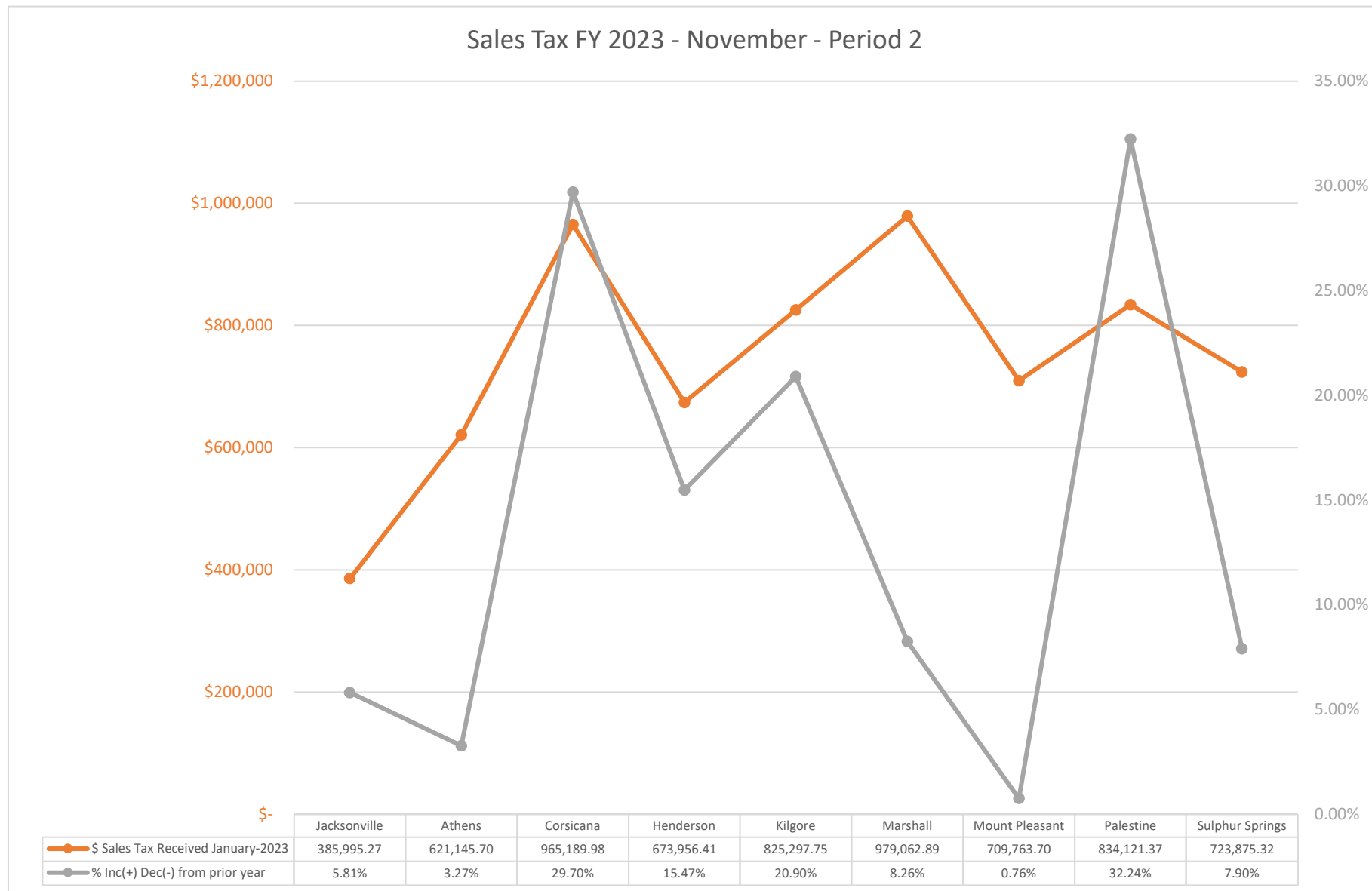
Sales Tax History: Fiscal Years 2021 - 2023

FY 2021					FY 2022					FY 2023				
	CITY	JEDCO	TOTAL	CUMULATIVE		CITY	JEDCO	TOTAL	CUMULATIVE		CITY	JEDCO	TOTAL	CUMULATIVE
	66.67%	33.33%	100.00%	TOTAL		66.67%	33.33%	100.00%	TOTAL		66.67%	33.33%	100.00%	TOTAL
October	\$ 200,706	\$ 100,353	\$ 301,059	\$ 301,059	October	\$ 279,008	\$ 139,504	\$ 418,511	\$ 418,511	October	\$ 243,382	\$ 121,691	\$ 365,073	\$ 365,073
November	204,980	102,490	307,469	608,528	November	243,203	121,601	364,804	783,316	November	257,330	128,665	385,995	751,068
December	266,193	133,097	399,290	1,007,818	December	344,882	172,441	517,322	1,300,638	December	-	-	-	751,068
January	212,428	106,214	318,642	1,326,460	January	220,816	110,408	331,224	1,631,863	January	-	-	-	751,068
February	189,187	94,593	283,780	1,610,240	February	260,794	130,397	391,192	2,023,054	February	-	-	-	751,068
March	321,951	160,976	482,927	2,093,167	March	330,854	165,427	496,281	2,519,335	March	-	-	-	751,068
April	244,523	122,262	366,785	2,459,952	April	250,676	125,338	376,013	2,895,348	April	-	-	-	751,068
May	187,057	93,528	280,585	2,740,537	May	275,135	137,568	412,703	3,308,051	May	-	-	-	751,068
June	295,007	147,503	442,510	3,183,047	June	319,068	159,534	478,602	3,786,653	June	-	-	-	751,068
July	236,719	118,360	355,079	3,538,126	July	287,308	143,654	430,962	4,217,615	July	-	-	-	751,068
August	228,081	114,040	342,121	3,880,247	August	274,093	137,046	411,139	4,628,754	August	-	-	-	751,068
September	282,333	141,166	423,499	4,303,746	September	332,198	166,099	498,298	5,127,052	September	-	-	-	751,068
	<u>\$ 2,869,164</u>	<u>\$ 1,434,582</u>	<u>\$ 4,303,746</u>			<u>\$ 3,418,034</u>	<u>\$ 1,709,017</u>	<u>\$ 5,127,052</u>			<u>\$ 500,712</u>	<u>\$ 250,356</u>	<u>\$ 751,068</u>	





City of Jacksonville, Texas
Financial Statement
As of December 31, 2022





Comparator Cities Calendar Year 2022-2023 Sales Tax Comparison % Δ

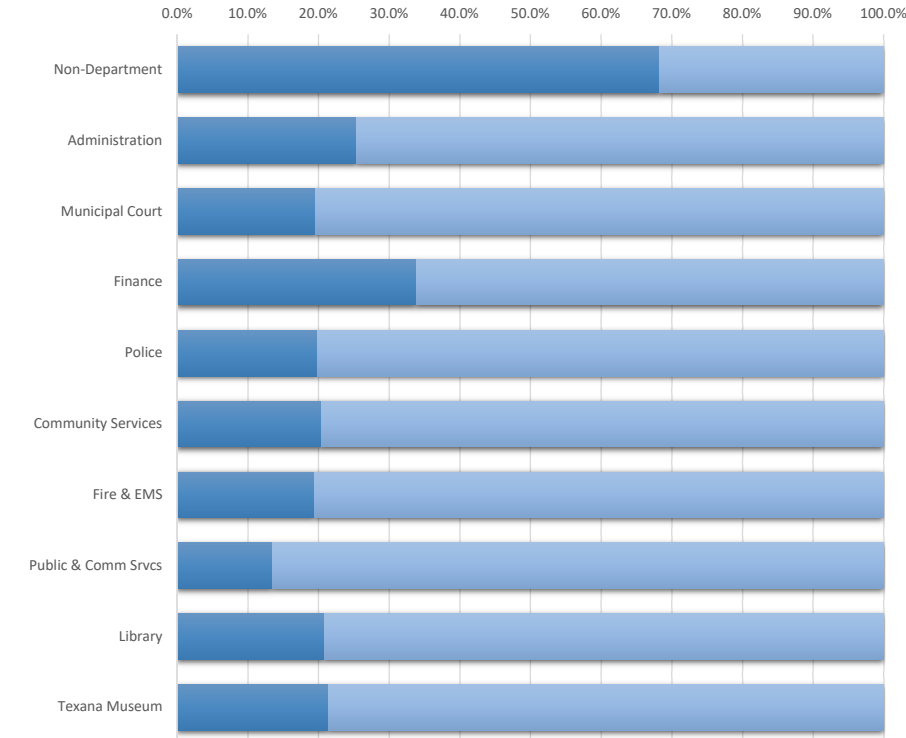
	Jacksonville			Athens	Corsicana	Henderson	Kilgore	Marshall	Mount Pleasant	Palestine	Sulphur Springs	Weighted Average
	2023 - 2020	2023 - 2021	2023 - 2022	2023 - 2022								
	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month	% Δ Month
Oct-22	41.3%	37.0%	20.2%	25.2%	15.5%	19.7%	29.4%	32.8%	14.6%	7.9%	24.2%	21.4%
Nov-22	44.6%	32.4%	17.7%	10.7%	13.5%	17.1%	-2.4%	7.4%	11.3%	2.5%	8.4%	9.0%
Dec-22	23.3%	21.3%	-12.8%	10.5%	41.4%	15.0%	22.8%	19.1%	6.3%	-0.3%	2.0%	12.8%
Jan-23	36.5%	25.5%	5.8%	3.3%	29.7%	15.5%	20.9%	8.3%	0.8%	32.2%	7.9%	14.1%
Feb-23												
Mar-23												
Apr-23												
May-23												
Jun-23												
Jul-23												
Aug-23												
Sep-23												
	2023 - 2020	2023 - 2021	2023 - 2022	2023 - 2022								
	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD	% Δ YTD
Oct-22	41.3%	37.0%	20.2%	25.2%	15.5%	19.7%	29.4%	32.8%	14.6%	7.9%	24.2%	21.4%
Nov-22	43.1%	34.5%	18.8%	17.3%	14.4%	18.2%	11.3%	17.1%	12.8%	5.0%	15.7%	14.4%
Dec-22	36.8%	30.4%	7.6%	15.2%	22.3%	17.2%	14.8%	17.7%	10.7%	3.3%	11.1%	13.9%
Jan-23	36.7%	29.2%	7.2%	12.2%	24.2%	16.8%	16.3%	15.3%	8.0%	10.7%	10.3%	14.0%
Feb-23												
Mar-23												
Apr-23												
May-23												
Jun-23												
Jul-23												
Aug-23												
Sep-23												

"Month" is month in which revenue is received.



GENERAL FUND EXPENDITURES

	December 2022				Prior Year		
	YTD Actual	Annual Budget	% of Budget		YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 168,941	\$ 247,463	68.3%		\$ 149,501	\$ 240,233	62.2%
Administration	315,061	1,239,417	25.4%		237,900	1,000,735	23.8%
Municipal Court	50,416	256,737	19.6%		52,651	227,618	23.1%
Finance	128,502	379,886	33.8%		136,444	393,064	34.7%
Police	785,767	3,958,267	19.9%		842,911	3,474,383	24.3%
Community Services	93,509	459,069	20.4%		88,428	416,306	21.2%
Fire & EMS	754,223	3,869,177	19.5%		713,963	3,309,003	21.6%
Public & Comm Svcs	500,436	3,722,779	13.4%		486,488	3,189,062	15.3%
Library	87,229	418,784	20.8%		75,390	366,531	20.6%
Texana Museum	6,692	31,305	21.4%		5,052	24,988	20.2%
Total Expenditures	\$ 2,890,775	\$ 14,582,885	19.8%		\$ 2,788,728	\$ 12,641,921	22.1%



YEAR-TO-DATE OVERVIEW

December 31st, 2022, marks the end of the third month, or first quarter, of the FY 2023 budget year. The year-to-date budget percentage for budgetary comparison is therefore 25.0%. Total General Fund expenditures of \$2,890,775 are below budgetary expectations at 19.8% expended.

Non-Department

Non-Department expenditures, currently at 68.3% of budgeted expectations, represent the annual payment for our property, plants, and equipment liability insurance.

Administration

At 25.4% expended, the administration department is slightly over budget at this time due to the annual payment of \$60,000 to the City of Tyler for our IT services contract.

Finance

At 33.8% expended, the finance department shows to be over budgeted expectations due to the first two quarterly payments to the Cherokee County Appraisal District for property tax appraisal, billing, and collection services.

Capital Outlay

The FY 2023 Capital Budget for both the General and General Capital Projects Funds is \$1,694,258. As of December 31st, \$55,648, or 3.3%, of the annual budgets have been spent as described below.

FY 2023 CAPITAL EXPENDITURES		
Streets	Right-of-Way Tractor & Mower	\$ 48,128
Library	Library Books & Materials	4,998
Police	Police Vehicles	2,521
		<u>\$ 55,648</u>



UTILITY FUND REVENUES

Revenue Signal Key	
	> 100% of Projected
	95-100% of Projected
	< 95% of Projected

	December 2022					Year-To-Date					Annual				Prior Year		
	Signal	Actual	Projected	%		Signal	Actual	Projected	%		Actual	Projected	%		Actual	Projected	%
Taxes		\$ -	\$ -	0.0%			\$ -	\$ -	0.0%		\$ -	\$ -	0.0%		\$ -	\$ -	0.0%
Franchise Fees		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Intergovernmental Revenue		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Fines & Forfeiture		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
License & Permits		-	-	0.0%			-	-	0.0%		-	-	0.0%		-	-	0.0%
Fees & Charges For Services		463,045	564,795	82.0%			1,487,553	1,694,385	87.8%		1,487,553	6,777,541	21.9%		1,367,729	5,854,685	23.4%
Investment Income		19,968	2,380	839.1%			51,207	7,139	717.3%		51,207	28,557	179.3%		8,631	17,580	49.1%
Miscellaneous Receipts		2,093	1,713	122.2%			14,108	5,138	274.6%		14,108	20,552	68.6%		7,757	4,200	184.7%
Transfers In		-	-	0.0%			-	-	0.0%		-	-	0.0%		(7,278)	-	0.0%
Total Revenues		\$ 485,106	\$ 568,888	85.3%			\$ 1,552,868	\$ 1,706,663	91.0%		\$ 1,552,868	\$ 6,826,650	22.7%		\$ 1,376,839	\$ 5,876,465	23.4%

YEAR-TO-DATE OVERVIEW

Total Utility Fund revenue of \$1,552,868 ended period three less than the monthly projection but \$176,029 greater than prior year collections.

WATER SALES

Revenue totaling \$891,929 was \$(60,215) less than the year-to-date projection. Water sales, through December 31st, are up about 16.3% when compared to FY 2022.

For the month of December, the city billed out 70,299,270 gallons of water. This amount is 25.3% greater than gallons billed December 2021. Year-to-date, the city has billed out 239,969,735 gallons. This amount is 121.4% of FY 2022 year-to-date billing.

SEWER CHARGES

Revenues of \$543,069 were \$(127,594) less than the monthly projection. However, billing was up about 2.3%, or \$12,018, when compared to December 2021. Sanitary sewer billings are driven by water consumption.

OTHER CHARGES FOR SERVICE

Revenue of \$6,799 ended December \$(7,379) less than projected. This revenue source is primarily driven by charges for Tap Fees (the cost of connecting a home or business to the City's sewer and water systems).

FINES AND FORFEITURES

Revenue (penalties assessed on past due utility bills) of \$45,756 ended December \$(11,645) less than the year-to-date projection. Late payment penalty revenue is driven by payment timing and the size of the past due balance.

INVESTMENT INCOME

Interest earnings of \$51,207 have already exceeded the annual projection by 79.3%. This is related to interest earnings on the TWDB 2022A CO's that are held in escrow pending project expenses.

MISCELLANEOUS RECEIPTS

Miscellaneous revenue includes revenues from sources not classified elsewhere, such as sale of items not normally held for resale, collections and recoveries. Increased revenue from sale of surplus capital equipment account for the variance to budget and increase over prior year receipts.



UTILITY FUND EXPENDITURES

	December 2022			Prior Year		
	YTD Actual	Annual Budget	% of Budget	YTD Actual	Annual Budget	% of Budget
Non-Department	\$ 698,295	\$ 2,514,174	27.8%	\$ 584,738	\$ 2,207,549	26.5%
Communications	5,975	24,186	24.7%	-	-	0.0%
Pub & Comm Services	124,757	799,571	15.6%	118,385	796,965	14.9%
Water Production	123,340	793,604	15.5%	131,718	773,492	17.0%
Water Distribution	106,807	492,774	21.7%	116,233	530,609	21.9%
Wastewater Coll	110,087	568,921	19.4%	93,258	648,872	14.4%
Wastewater Treat	202,293	1,063,144	19.0%	155,525	753,026	20.7%
Utility Billing	153,127	578,821	26.5%	136,603	433,880	31.5%
Total Expenditures	\$ 1,524,681	\$ 6,835,195	22.3%	\$ 1,336,461	\$ 6,144,394	21.8%

OVERVIEW

December 31st, 2022, marks the end of the third period, or first quarter, of the FY 2022 budget year. The year-to-date budget percentage for budgetary comparison is therefore 25.0%. Year to date expenditures total \$1,524,681, or 22.3%, of the budget.

NON-DEPARTMENT

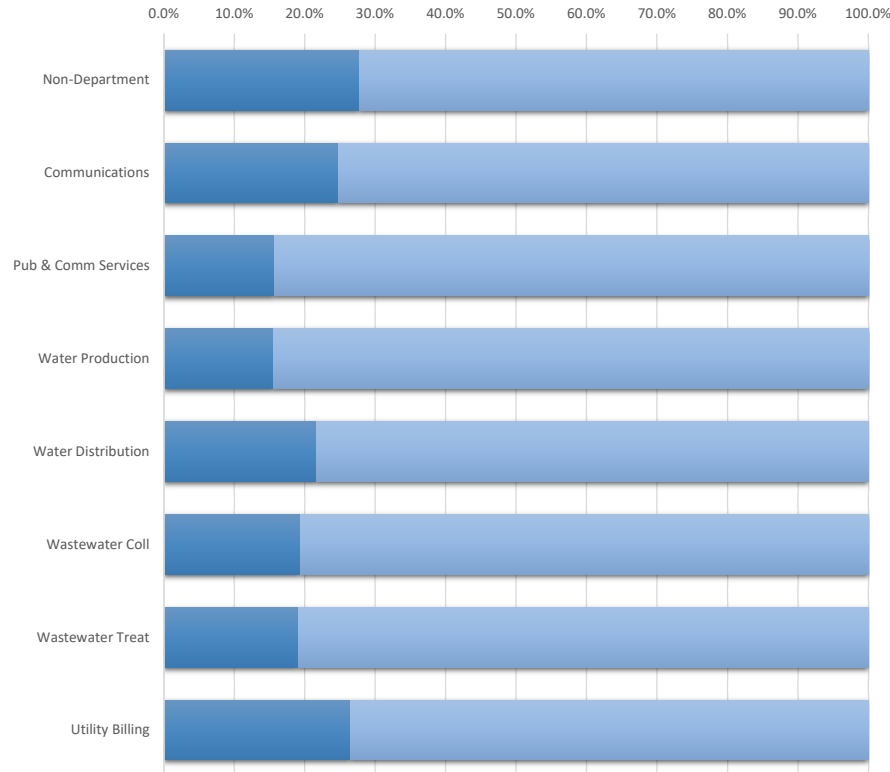
Non-Department expenses, at \$698,295, represent 27.8% of the annual budgeted amount and are increased over prior year. The variance to budget is related to the annual payment for our property, plants, and equipment liability insurance.

UTILITY BILLING

Through December 31st, utility billing department expenses are ahead of budgeted expectations at 26.5% expended. The variance to budget is related to the annual software support agreement for our smart meters and customer portal, this is paid at 100% for the fiscal year.

CAPITAL OUTLAY

The FY 2023 Capital Budget for both the Utility and Utility Capital Projects Funds is \$135,031. As of December 31st no expenses were incurred.



FY 2023 CAPITAL EXPENDITURES

\$ -



FUND BALANCE SUMMARY (unaudited)

Fund	Beginning Fund Balance 09/30/2022	Revenue	Expense	Ending Fund Balance 12/31/2022	Target Fund Balance	Over / (Under) Target Fund Balance
101 GENERAL FUND	\$ 4,405,418.99	\$ 4,716,667.06	\$ 2,875,047.91	\$ 6,247,038.14	\$ 2,916,576.95	\$ 3,330,461.19
STATE OF THE CITY DONATIONS	1,020.00	-	-	1,020.00		
SESQUICENTENNIAL	32,736.27	-	12,550.46	20,185.81		
CRIME PREVENTION DONATIONS	510.57	-	152.43	358.14		
POLICE DONATIONS	17,858.28	-	1,924.52	15,933.76		
ANIMAL SHELTER DONATIONS	13,026.05	-	1,100.00	11,926.05		
FIRE/EMS DONATIONS	5,850.00	-	-	5,850.00		
PARKS & REC DONATIONS	1,292.00	-	-	1,292.00		
LAKE JACKSONVILLE DONATIONS	-	-	-	-		
LIBRARY DONATIONS	5,488.98	15.24	-	5,504.22		
LIBRARY NEWSPAPER DIGITIZATION	21,960.00	-	-	21,960.00		
MUSEUM DONATIONS	5,245.50	343.78	-	5,589.28		
102 DEBT SERVICE FUND	203,710.12	908,693.00	750.00	1,111,653.12	143,813.07	967,840.05
103 CAPITAL PROJECTS FUND (GENERAL)	5,974,025.98	255,592.93	221,474.44	6,008,144.47		
110 GRANT FUND	441,815.49	271,033.75	511,586.07	201,263.17		
Total Major Governmental Funds	11,129,958.23	6,152,345.76	3,624,585.83	13,657,718.16		
111 HOTEL / MOTEL OCCUPANCY TAX FUND	1,250,894.09	89,277.95	528,411.03	811,761.01		
112 COURT TECHNOLOGY FUND	-	(18,610.62)	-	(18,610.62)		
113 COURT SECURITY FUND	142,215.44	3,265.65	1,885.05	143,596.04		
114 COURT CHILD SAFETY TRUST FUND	11,619.34	168.35	-	11,787.69		
115 POLICE STATE FORFEITURE FUND	11,528.16	92.09	-	11,620.25		
116 POLICE FEDERAL FORFEITURE FUND	6,458.89	51.59	-	6,510.48		
119 WAR MEMORIAL FUND	10,013.02	79.98	-	10,093.00		
120 VENUE PROJECT FUND	-	418,753.65	413.28	418,340.37		
Total Nonmajor Governmental Funds	1,432,728.94	493,078.64	530,709.36	1,395,098.22		
201 WATER & WASTEWATER UTILITY FUND	7,922,621.83	1,552,868.49	1,524,680.51	7,950,809.81	1,685,390.65	6,265,419.16
203 CAPITAL PROJECTS FUND (UTILITY)	1,394,033.79	16,364.99	481,011.32	929,387.46		
Total Enterprise Funds	9,316,655.62	1,569,233.48	2,005,691.83	8,880,197.27		
301 BEAUTIFICATION FUND	18,072.43	2,421.65	1,088.00	19,406.08		
Total Fiduciary Fund	18,072.43	2,421.65	1,088.00	19,406.08		
Grand Total- All Funds	\$ 21,897,415.22	\$ 8,217,079.53	\$ 6,162,075.02	\$ 23,952,419.73		



City of Jacksonville, Texas
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		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101 -GENERAL FUND- DETAIL									
REVENUE									
41-TAXES									
101-41400	AD VALOREM TAX- CURRENT	\$ 4,503,433	\$ 4,503,433	\$ 735,067	\$ 1,887,279	41.9%	\$ 2,616,154	\$ 1,686,166	\$ 201,113
101-41401	AD VALOREM TAX- PRIOR	120,000	120,000	6,189	26,646	22.2%	93,354	40,741	(14,095)
101-41402	AD VALOREM TAX- PENALTY & INTEREST	88,000	88,000	14,426	21,303	24.2%	66,697	12,413	8,890
101-41403	AD VALOREM TAX- MISCELLANEOUS	6,800	6,800	-	-	0.0%	6,800	-	-
101-41404	SALES TAX	3,377,134	3,377,134	243,382	849,673	25.2%	2,527,461	789,421	60,252
101-41405	SALES TAX- TIMELY FILING DISCOUNT	530	530	43	128	24.1%	402	82	46
101-41406	MIXED BEVERAGE TAX	17,500	17,500	1,796	4,998	28.6%	12,502	4,130	868
101-41408	PROPERTY TAX REBATE	(56,921)	(56,921)	-	-	0.0%	(56,921)	-	-
*** REVENUE CATEGORY TOTALS ***		8,056,476	8,056,476	1,000,903	2,790,027	34.6%	5,266,449	2,532,953	257,073
42-FRANCHISE FEES									
101-42410	ROW RENTAL FEES- ELECTRICITY	510,000	510,000	-	163,848	32.1%	346,152	154,390	9,458
101-42411	ROW RENTAL FEES- GAS UTILITIES	130,000	130,000	-	25,820	19.9%	104,180	19,657	6,163
101-42412	ROW RENTAL FEES- TELECOM	20,000	20,000	-	4,377	21.9%	15,623	4,561	(185)
101-42413	ROW RENTAL FEES- CABLE TV	120,000	120,000	-	25,536	21.3%	94,464	30,051	(4,515)
101-42414	SANITATION FRANCHISE FEES	115,000	115,000	17,331	26,554	23.1%	88,446	37,810	(11,257)
101-42415	LANDFILL CONTRACT FEES	435,000	435,000	32,210	107,687	24.8%	327,313	121,931	(14,244)
*** REVENUE CATEGORY TOTALS ***		1,330,000	1,330,000	49,541	353,821	26.6%	976,179	368,401	(14,580)
43-INTERGOVERNMENTAL REVENUE									
101-43427	MISCELLANEOUS GRANT REVENUE	-	-	308,419	331,770	0.0%	(331,770)	-	331,770
*** REVENUE CATEGORY TOTALS ***		-	-	308,419	331,770	0.0%	(331,770)	-	331,770
44-FINES & FORFEITURE									
101-44440	MUNICIPAL COURT- ADMINISTRATION FEES	88,750	88,750	13,645	45,084	50.8%	43,666	(1,852)	46,936
101-44444	MUNICIPAL COURT- FINES	250,000	250,000	13,725	42,384	17.0%	207,616	69,748	(27,363)
101-44445	MUNICIPAL COURT- JUDICIAL ADMIN FUND	500	500	39	141	28.3%	359	1	141
101-44446	MUNICIPAL COURT- JURY FUND	200	200	13	42	21.1%	158	32	11
101-44447	MUNICIPAL COURT- TRUANCY PREVENTION & DIVERSION	6,000	6,000	646	2,120	35.3%	3,880	1,581	539
*** REVENUE CATEGORY TOTALS ***		345,450	345,450	28,069	89,772	26.0%	255,678	69,509	20,263
45-LICENSE & PERMITS									
101-45450	BEER & WINE PERMIT-OFF PREMISE	180	180	60	60	33.3%	120	30	30
101-45451	BUILDING PERMITS	22,228	22,228	1,329	3,434	15.4%	18,794	4,836	(1,402)
101-45452	DEMOLITION PERMITS	1,250	1,250	100	200	16.0%	1,050	200	-
101-45453	ELECTRICAL PERMITS & LICENSES	7,500	7,500	531	1,373	18.3%	6,127	482	890
101-45454	EXCAVATION PERMITS	750	750	25	125	16.7%	625	-	125
101-45455	HEALTH PERMITS	-	-	-	-	0.0%	-	30	(30)
101-45457	MECHANICAL PERMITS	4,000	4,000	183	299	7.5%	3,702	2,049	(1,750)
101-45458	OUTDOOR BURNING PERMITS	1,000	1,000	300	300	30.0%	700	700	(400)
101-45459	PLAT PERMITS	350	350	136	180	51.4%	170	46	134
101-45460	PLUMBING & GAS PERMITS	8,500	8,500	588	1,423	16.7%	7,078	1,553	(130)
101-45461	SIGN PERMITS	1,125	1,125	150	150	13.3%	975	-	150
101-45462	SPRINKLER SYSTEM PERMITS	300	300	-	75	25.0%	225	-	75



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101-45463	SYSTEMS/MISCELLANEOUS PERMITS	200	200	-	-	0.0%	200	-	-
101-45464	VARIANCE PERMITS	225	225	-	-	0.0%	225	-	-
101-45465	VENDOR PERMITS	200	200	-	-	0.0%	200	-	-
101-45466	ZONING PERMITS	450	450	150	225	50.0%	225	-	225
*** REVENUE CATEGORY TOTALS ***		48,258	48,258	3,551	7,843	16.3%	40,415	9,925	(2,083)
46-FEES & CHARGES FOR SERVICES									
101-46470	AMBULANCE FEES	850,000	850,000	64,086	152,836	18.0%	697,164	200,952	(48,116)
101-46471	AMBULANCE MEMBERSHIP FEES	26,650	26,650	2,161	6,491	24.4%	20,159	6,712	(221)
101-46472	ACCOUNT TRANSFER FEES	8,000	8,000	-	400	5.0%	7,600	1,800	(1,400)
101-46473	LAKE LOT LEASE FEES	80,343	80,343	-	400	0.5%	79,943	600	(200)
101-46474	FUEL PUMP SALES	192,260	192,260	502	2,288	1.2%	189,972	4,789	(2,501)
101-46475	CAMPGROUND RENTAL FEES	82,000	82,000	455	8,685	10.6%	73,315	7,578	1,107
101-46477	SANITATION FEES	1,382,056	1,382,056	103,605	310,503	22.5%	1,071,552	298,618	11,885
101-46478	GARBAGE CAN RENTAL FEES	-	-	-	3,334	0.0%	(3,334)	5,723	(2,389)
101-46479	SPECIAL PICK UP FEES	20,000	20,000	1,070	3,675	18.4%	16,325	3,810	(135)
101-46493	POLICE DEPT FEES	2,600	2,600	-	102	3.9%	2,499	692	(591)
101-46494	ANIMAL SERVICES FEES	9,000	9,000	999	4,385	48.7%	4,615	1,790	2,595
101-46496	CEMETERY LOT SALES	26,310	26,310	1,670	2,120	8.1%	24,190	6,080	(3,960)
101-46497	INDUSTRIAL PARK RENTAL	2,368	2,368	10,000	20,000	844.6%	(17,632)	11,000	9,000
101-46498	LIBRARY FEES	11,442	11,442	538	2,585	22.6%	8,858	2,428	157
*** REVENUE CATEGORY TOTALS ***		2,693,029	2,693,029	185,086	517,804	19.2%	2,175,225	552,572	(34,768)
47-INVESTMENT INCOME									
101-47510	INTEREST INCOME	69,424	69,424	26,848	70,959	102.2%	(1,535)	10,378	60,581
*** REVENUE CATEGORY TOTALS ***		69,424	69,424	26,848	70,959	102.2%	(1,535)	10,378	60,581
48-MISCELLANEOUS RECEIPTS									
101-48515	MISCELLANEOUS REVENUE	10,000	10,000	239	5,963	59.6%	4,037	1,725	4,239
101-48517	REBATES & DISCOUNTS	23,875	23,875	8,812	18,384	77.0%	5,491	28,907	(10,523)
101-48518	INSURANCE PROCEEDS	51,000	51,000	-	-	0.0%	51,000	18,174	(18,174)
101-48519	LIBRARY DONATIONS	-	-	-	-	0.0%	-	(1,030)	1,030
101-48522	SALE OF CAPITAL EQUIPMENT	-	-	-	41,067	0.0%	(41,067)	-	41,067
101-48525	SALE OF CAPITAL VEHICLES	-	-	-	4,056	0.0%	(4,056)	-	4,056
101-48528	CASH OVER/SHORT	-	-	-	-	0.0%	-	(96)	96
101-48533	DESIGNATED DONATIONS- CRIME PREVENTION DONATIONS	-	-	-	(152)	0.0%	152	-	(152)
101-48534	DESIGNATED DONATIONS- POLICE DONATIONS	-	-	(45)	(1,925)	0.0%	1,925	-	(1,925)
101-48535	DESIGNATED DONATIONS- ANIMAL SHELTER DONATIONS	-	-	(1,220)	(1,100)	0.0%	1,100	-	(1,100)
101-48539	DESIGNATED DONATIONS- LIBRARY DONATIONS	-	-	-	15	0.0%	(15)	-	15
101-48540	DESIGNATED DONATIONS- MUSEUM DONATIONS	-	-	(137)	344	0.0%	(344)	-	344
101-48544	DESIGNATED DONATIONS- SESQUICENTENNIAL	-	-	(4,940)	(12,550)	0.0%	12,550	-	(12,550)
*** REVENUE CATEGORY TOTALS ***		84,875	84,875	2,709	54,102	63.7%	30,773	47,680	6,421
49-TRANSFERS IN									
101-49552	TRANSFER FROM COURT SECURITY FUND	7,540	7,540	628	1,885	25.0%	5,655	4,444	(2,559)
101-49553	TRANSFER FROM UTILITY FUND	1,552,072	1,552,072	129,339	388,018	25.0%	1,164,054	408,032	(20,014)
101-49554	TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	44,103	44,103	3,675	11,026	25.0%	33,077	8,982	2,044
101-49555	TRANSFER FROM GRANT FUND	400,000	400,000	33,333	100,000	25.0%	300,000	-	100,000



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*** REVENUE CATEGORY TOTALS ***		2,003,716	2,003,716	166,976	500,929	25.0%	1,502,787	421,458	79,471
*** TOTAL REVENUE ***		14,631,228	14,631,228	1,772,102	4,717,026	32.2%	9,914,202	4,012,877	704,149
10 -GENERAL FUND- DETAIL									
EXPENSE									
51-EMPLOYEE SERVICES									
101-51600	SUPERVISION	1,217,185	1,217,185	131,904	261,975	21.5%	955,210	227,870	34,105
101-51601	OPERATIONAL	4,806,653	4,806,653	523,974	1,031,269	21.5%	3,775,384	855,135	176,134
101-51602	PERMANENT PART-TIME	161,240	161,240	12,032	23,446	14.5%	137,794	19,133	4,314
101-51604	SEASONAL PART-TIME POOL	36,864	36,864	-	-	0.0%	36,864	-	-
101-51607	OVERTIME- TRANSFER TRUCK	52,881	52,881	3,099	9,129	17.3%	43,752	15,890	(6,761)
101-51609	FIELD TRAINING OFFICER STIPEND	11,357	11,357	1,660	3,035	26.7%	8,322	5,260	(2,225)
101-51610	HR STIPEND	-	-	-	-	0.0%	-	2,355	(2,355)
101-51611	K9 CARE STIPEND	7,040	7,040	948	1,760	25.0%	5,280	1,672	88
101-51612	ON CALL STIPEND	7,300	7,300	625	1,290	17.7%	6,010	1,844	(554)
101-51613	BI-LINGUAL PAY	27,000	27,000	2,400	5,775	21.4%	21,225	4,280	1,496
101-51614	CERTIFICATION PAY	121,219	121,219	11,775	26,725	22.0%	94,494	24,681	2,044
101-51615	DIFFERENTIAL PAY	21,000	21,000	1,400	3,675	17.5%	17,325	5,336	(1,661)
101-51616	EDUCATION PAY	29,100	29,100	2,400	6,125	21.0%	22,975	5,354	771
101-51617	LONGEVITY PAY	37,084	37,084	4,254	8,536	23.0%	28,548	8,793	(257)
101-51618	SALARY PREMIUM PAY	-	-	-	-	0.0%	-	93,730	(93,730)
101-51620	AUTO ALLOWANCE	13,100	13,100	1,092	2,183	16.7%	10,917	345	1,838
101-51621	CELL PHONE ALLOWANCE	4,737	4,737	395	790	16.7%	3,948	797	(7)
101-51622	CLOTHING ALLOWANCE	3,000	3,000	-	4,000	133.3%	(1,000)	245	3,755
101-51623	OVERTIME- CALL-OUT	34,832	34,832	890	3,967	11.4%	30,865	3,218	749
101-51624	OVERTIME- COURT	4,207	4,207	-	1,736	41.3%	2,471	70	1,666
101-51625	OVERTIME- FIRE PREVENTION	439	439	-	1,810	412.4%	(1,371)	-	1,810
101-51626	OVERTIME- HOLIDAY WORKED	731	731	-	-	0.0%	731	255	(255)
101-51627	OVERTIME-INCREASED MANPOWER	1,333	1,333	681	838	62.9%	495	626	213
101-51628	OVERTIME- LAKE PUBLIC SAFETY	4,305	4,305	-	-	0.0%	4,305	-	-
101-51629	OVERTIME- LATE CALLS	50,055	50,055	4,474	13,054	26.1%	37,001	9,520	3,534
101-51630	OVERTIME- TRAINING	36,459	36,459	282	3,939	10.8%	32,520	8,747	(4,808)
101-51632	OVERTIME- SCHEDULED (MANDATED)	327,695	327,695	29,966	62,619	19.1%	265,076	51,033	11,586
101-51633	OVERTIME- SHIFT COVERAGE	243,360	243,360	16,724	30,126	12.4%	213,234	45,323	(15,196)
101-51634	OVERTIME- SPECIAL EVENTS	12,170	12,170	1,519	5,554	45.6%	6,616	3,315	2,239
101-51635	OVERTIME- TOMATO BOWL	94	94	-	-	0.0%	94	89	(89)
101-51636	OVERTIME- TRAFFIC STEP	6,726	6,726	86	296	4.4%	6,430	417	(121)
101-51638	FICA	556,832	556,832	55,860	111,980	20.1%	444,852	101,702	10,277
101-51639	DENTAL INSURANCE	34,406	34,406	2,678	6,680	19.4%	27,726	6,004	675
101-51640	HEALTH INSURANCE	769,727	769,727	49,980	124,023	16.1%	645,704	127,746	(3,723)
101-51641	LIFE INSURANCE	1,940	1,940	143	361	18.6%	1,579	343	18
101-51642	TMRS	729,643	729,643	78,935	159,008	21.8%	570,635	150,314	8,694
101-51643	WORKER'S COMPENSATION	162,460	162,460	16,685	37,956	23.4%	124,504	29,883	8,074
101-51644	CONTRA WAGE EXPENSE	(63,903)	(63,903)	-	-	0.0%	(63,903)	-	-
101-51645	UNEMPLOYMENT	-	-	-	4,101	0.0%	(4,101)	-	4,101
101-51646	CONTRACT LABOR	202,150	202,150	10,976	27,649	13.7%	174,501	15,800	11,849
101-51647	BENEFIT ADMINISTRATION	4,518	4,518	420	591	13.1%	3,927	458	132
101-51648	EMPLOYEE TESTING	4,375	4,375	135	672	15.4%	3,703	1,082	(410)
101-51649	OTHER EMPLOYEE COSTS	20,300	20,300	526	2,328	11.5%	17,972	1,663	665



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		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
101-51650	RECRUITING & RETENTION	2,400	2,400	-	-	0.0%	2,400	-	-
101-51652	VOLUNTEER FIRE PENSION	3,600	3,600	2,600	2,600	72.2%	1,000	1,000	1,600
*** EXPENSE CATEGORY TOTALS ***		9,707,614	9,707,614	971,513	1,991,603	20.5%	7,716,011	1,831,325	160,278
52-MAINTENANCE									
101-52700	R/M BUILDINGS & STRUCTURES	102,055	102,055	7,051	15,582	15.3%	86,473	13,270	2,312
101-52701	R/M EQUIPMENT & MACHINERY	131,708	131,708	6,891	39,838	30.2%	91,869	26,625	13,213
101-52705	R/M MOTOR VEHICLES	86,705	86,705	5,427	10,439	12.0%	76,266	29,346	(18,907)
101-52706	R/M OFFICE EQUIPMENT	700	700	-	-	0.0%	700	122	(122)
101-52707	R/M PARKS	65,250	65,250	7,290	21,337	32.7%	43,913	6,036	15,301
101-52708	R/M RADIO COMMUNICATION	6,500	6,500	-	4	0.1%	6,496	-	4
101-52709	R/M SIDEWALKS CULVERTS BRIDGES	50,000	50,000	-	1,650	3.3%	48,350	-	1,650
101-52710	R/M STREETS & ALLEYS	245,000	245,000	3,023	4,224	1.7%	240,776	10,182	(5,958)
101-52715	DAMAGES & CLAIMS	53,254	53,254	2,271	5,271	9.9%	47,983	11,000	(5,729)
*** EXPENSE CATEGORY TOTALS ***		741,172	741,172	31,953	98,345	13.3%	642,826	96,580	1,765
53-UTILITIES									
101-53730	ELECTRICITY	326,849	326,849	26,463	43,059	13.2%	283,790	39,001	4,058
101-53731	NATURAL GAS	25,554	25,554	3,804	4,889	19.1%	20,665	1,946	2,943
101-53732	PHONE/CABLE/INTERNET	151,310	151,310	15,137	46,588	30.8%	104,722	36,324	10,263
101-53733	WATER/SEWER & GARBAGE	58,246	58,246	4,427	10,183	17.5%	48,063	10,533	(351)
*** EXPENSE CATEGORY TOTALS ***		561,959	561,959	49,831	104,718	18.6%	457,241	87,804	16,914
54-SUPPLIES									
101-54740	AMBULANCE SUPPLIES	47,054	47,054	3,607	7,539	16.0%	39,515	4,616	2,924
101-54741	ANIMAL CARE SUPPLIES	6,000	6,000	505	713	11.9%	5,287	532	182
101-54742	ANIMAL FOOD	9,000	9,000	491	491	5.5%	8,509	1,097	(606)
101-54743	BOOK SUPPLIES	6,010	6,010	2,335	2,335	38.8%	3,675	827	1,508
101-54744	BOTANICAL SUPPLIES	2,150	2,150	-	2,624	122.0%	(474)	92	2,531
101-54745	CASH OVER/SHORT	-	-	263	328	0.0%	(328)	338	(10)
101-54746	CHEMICAL SUPPLIES	53,625	53,625	1,296	2,089	3.9%	51,536	588	1,501
101-54749	FIRE ARM TRAINING SUPPLIES	6,000	6,000	4,074	4,235	70.6%	1,766	2,876	1,359
101-54750	FIRE FIGHTING FOAM	1,050	1,050	-	-	0.0%	1,050	-	-
101-54751	FIRE HOSE SUPPLIES	4,300	4,300	-	4,161	96.8%	139	-	4,161
101-54752	FOOD	20,502	20,502	4,034	6,226	30.4%	14,276	5,678	547
101-54755	INVESTIGATION SUPPLIES	3,900	3,900	419	913	23.4%	2,987	275	638
101-54756	JANITORIAL SUPPLIES	31,958	31,958	2,244	7,029	22.0%	24,929	2,851	4,177
101-54757	K-9 CARE SUPPLIES	10,600	10,600	84	410	3.9%	10,190	559	(149)
101-54762	MINOR TOOLS & EQUIPMENT	18,430	18,430	3,296	11,673	63.3%	6,757	6,563	5,111
101-54763	MISCELLANEOUS SUPPLIES	16,350	16,350	4,674	4,908	30.0%	11,442	675	4,233
101-54764	MOTOR VEHICLE FUEL	271,145	271,145	21,498	21,530	7.9%	249,615	53,705	(32,175)
101-54765	OFFICE EQUIP/FURNITURE/FIXTR	3,004	3,004	19	202	6.7%	2,802	1,095	(893)
101-54766	OFFICE SUPPLIES	23,568	23,568	1,398	4,173	17.7%	19,394	4,783	(610)
101-54767	OXYGEN SUPPLIES	5,040	5,040	-	798	15.8%	4,242	658	139
101-54768	PLAQUES & AWARDS	2,710	2,710	1,399	4,309	159.0%	(1,599)	900	3,410
101-54769	POSTAGE	11,354	11,354	528	1,643	14.5%	9,711	1,596	47
101-54770	PRINTING SUPPLIES	7,190	7,190	387	668	9.3%	6,522	672	(4)
101-54771	PROGRAMMING SUPPLIES	4,430	4,430	340	380	8.6%	4,050	960	(580)
101-54772	PROTECTIVE CLOTHING	113,370	113,370	-	-	0.0%	113,370	-	-



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		Budget	Budget	M-T-D Activity	Y-T-D Activity	Budget	Remaining	Y-T-D Activity	Prior Year
101-54773	PUBLIC EDUCATION SUPPLIES	2,875	2,875	-	-	0.0%	2,875	900	(900)
101-54774	RECREATION SUPPLIES	1,950	1,950	-	70	3.6%	1,880	361	(291)
101-54775	RESALE GASOLINE	165,572	165,572	15	45	0.0%	165,528	4,924	(4,879)
101-54776	SAFETY EQUIPMENT	500	500	-	-	0.0%	500	-	-
101-54777	STREET SIGN SUPPLIES	29,185	29,185	-	151	0.5%	29,034	185	(35)
101-54778	TECHNOLOGY SUPPLIES	7,793	7,793	216	225	2.9%	7,568	503	(278)
101-54779	WEARING APPAREL	66,189	66,189	1,909	12,060	18.2%	54,129	12,440	(381)
*** EXPENSE CATEGORY TOTALS ***		952,803	952,803	55,033	101,927	10.7%	850,877	111,249	(9,322)
55-SERVICES									
101-55800	ACCOUNTING & AUDITING	25,200	25,200	-	-	0.0%	25,200	-	-
101-55801	APPRAISAL DISTRICT	129,895	129,895	32,968	63,958	49.2%	65,937	59,957	4,001
101-55804	BILLING & COLLECTION SERVICES	142,310	142,310	14,011	29,090	20.4%	113,220	32,018	(2,929)
101-55805	CONSTRUCTION CONTRACTS	50,000	50,000	-	-	0.0%	50,000	-	-
101-55806	CONSULTING SERVICES	18,993	18,993	833	2,500	13.2%	16,493	5,500	(3,000)
101-55807	CONTINGENCY	50,000	50,000	-	-	0.0%	50,000	-	-
101-55809	CREDIT CARD PROCESSING FEES	13,002	13,002	2,200	3,828	29.4%	9,174	1,916	1,912
101-55810	ELECTION COSTS	19,000	19,000	12,596	12,596	66.3%	6,404	-	12,596
101-55812	ENGINEERING SERVICES	14,643	14,643	-	-	0.0%	14,643	-	-
101-55813	FEES & PERMITS	100	100	-	-	0.0%	100	-	-
101-55815	INSURANCE-PROPERTY, PLANT, & EQUIPMENT	164,012	164,012	-	172,815	105.4%	(8,803)	152,056	20,759
101-55816	IT SUPPORT	60,000	60,000	-	60,000	100.0%	-	60,000	-
101-55817	JANITORIAL SERVICES	5,500	5,500	-	-	0.0%	5,500	20,300	(20,300)
101-55819	LEASE/RENTAL OF EQUIPMENT	32,898	32,898	3,781	7,506	22.8%	25,392	3,464	4,043
101-55820	LEASE/RENTAL OF PROPERTY	6,000	6,000	500	1,500	25.0%	4,500	2,500	(1,000)
101-55821	LEGAL ADVERTISING	11,350	11,350	1,047	4,456	39.3%	6,894	1,350	3,106
101-55822	LEGAL SERVICES	-	-	-	526	0.0%	(526)	11,470	(10,944)
101-55824	MISCELLANEOUS SERVICES	20,987	20,987	2,229	4,913	23.4%	16,074	4,400	513
101-55826	PUBLIC COMMUNICATION	2,050	2,050	-	275	13.4%	1,775	212	63
101-55828	SOFTWARE	137,152	137,152	1,560	74,913	54.6%	62,238	63,424	11,490
101-55829	SPECIAL SERVICES	15,666	15,666	-	-	0.0%	15,666	5,525	(5,525)
101-55830	SUPPORT OF COMMUNITY SERVICES	7,500	7,500	-	500	6.7%	7,000	8,750	(8,250)
101-55833	VETERINARY SERVICES	10,000	10,000	-	-	0.0%	10,000	332	(332)
101-55834	SOLID WASTE & SLUDGE DISPOSAL	1,026,715	1,026,715	71,710	144,934	14.1%	881,781	140,739	4,196
*** EXPENSE CATEGORY TOTALS ***		1,962,973	1,962,973	143,435	584,309	29.8%	1,378,664	573,912	10,397
56-TRAVEL & EDUCATION EXPENDITURES									
101-56851	MEMBERSHIP DUES	24,121	24,121	252	4,954	20.5%	19,167	3,148	1,805
101-56852	TRAINING EXPENSES	83,078	83,078	2,170	8,036	9.7%	75,042	14,697	(6,660)
101-56853	TRAVEL & LODGING EXPENSES	46,336	46,336	1,087	8,235	17.8%	38,101	5,222	3,013
*** EXPENSE CATEGORY TOTALS ***		153,535	153,535	3,509	21,225	13.8%	132,310	23,067	(1,842)
57-DEBT SERVICE									
101-57862	CAPITAL LEASE INTEREST	19,962	19,962	-	-	0.0%	19,962	-	-
101-57863	CAPITAL LEASE PRINCIPAL	217,117	217,117	-	-	0.0%	217,117	-	-
*** EXPENSE CATEGORY TOTALS ***		237,079	237,079	-	-	0.0%	237,079	-	-
58-CAPITAL EXPENDITURES									



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101-58881	CAPITAL MACHINERY & EQUIPMENT	97,750	97,750	-	-	0.0%	97,750	8,813	(8,813)
101-58883	CAPITAL MOTOR VEHICLES	120,000	120,000	-	2,521	2.1%	117,479	59,932	(57,411)
101-58887	LIBRARY BOOKS & MATERIALS	42,000	42,000	397	4,998	11.9%	37,002	6,410	(1,412)
*** EXPENSE CATEGORY TOTALS ***		259,750	259,750	397	7,519	2.9%	252,231	75,156	(67,637)
59 - TRANSFERS OUT									
101-59906	TRANSFER TO BEAUTIFICATION FUND	6,000	6,000	500	1,500	25.0%	4,500	1,500	-
101-59909	TRANSFER TO COURT TECHNOLOGY FUND	-	-	-	(20,371)	0.0%	20,371	(11,865)	(8,506)
*** EXPENSE CATEGORY TOTALS ***		6,000	6,000	500	(18,871)	-314.5%	24,871	(10,365)	(8,506)
*** TOTAL EXPENSE ***		\$ 14,582,885	\$ 14,582,885	\$ 1,256,170	\$ 2,890,775	19.8%	\$ 11,692,109	\$ 2,788,728	\$ 102,047
102 -DEBT SERVICE FUND- DETAIL									
REVENUE									
102-41400	AD VALOREM TAX- CURRENT	\$ 1,504,808	\$ 1,504,808	\$ 245,618	\$ 630,715	41.9%	\$ 874,093	\$ 521,370	\$ 109,346
102-41401	AD VALOREM TAX- PRIOR	34,931	34,931	1,976	8,578	24.6%	26,353	14,835	(6,257)
102-41402	AD VALOREM TAX- PENALTY & INTEREST	26,324	26,324	642	3,047	11.6%	23,277	4,607	(1,560)
102-47510	INTEREST INCOME	8,310	8,310	3,302	6,200	74.6%	2,110	1,230	4,970
102-49553	TRANSFER FROM UTILITY FUND	874,660	874,660	72,888	218,665	25.0%	655,995	112,309	106,356
102-49554	TRANSFER FROM HOTEL/MOTEL OCC TAX FUND	165,949	165,949	13,829	41,487	25.0%	124,462	-	41,487
*** TOTAL REVENUE ***		2,614,982	2,614,982	338,255	908,693	34.7%	1,706,289	654,351	254,342
102 -DEBT SERVICE FUND- DETAIL									
EXPENSE									
102-57861	BOND ISSUANCE COST	-	-	-	-	0.0%	-	-	-
102-57864	CONTINUING DISCLOSURE	3,500	3,500	-	-	0.0%	3,500	-	-
102-57865	DEBT SERVICE INTEREST	845,081	845,081	-	-	0.0%	845,081	-	-
102-57866	DEBT SERVICE PRINCIPAL	1,680,000	1,680,000	-	-	0.0%	1,680,000	-	-
102-57867	PAYING AGENT FEES	1,500	1,500	-	750	50.0%	750	750	-
102-59904	TRANSFER TO WATER & WASTEWATER UTILITY FUND	-	-	-	-	0.0%	-	(7,278)	7,278
*** TOTAL EXPENSE ***		\$ 2,530,081	\$ 2,530,081	\$ -	\$ 750	0.0%	\$ 2,529,331	\$ (6,528)	\$ 7,278
103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
REVENUE									
103-47510	INTEREST INCOME	\$ 46,300	\$ 46,300	\$ 19,549	\$ 47,657	102.9%	\$ (1,357)	\$ 5,239	\$ 42,418
103-48515	MISCELLANEOUS REVENUE	-	-	-	-	0.0%	-	40	(40)
103-48523	SALE OF CAPITAL PROPERTY	1,400,000	1,400,000	207,936	207,936	14.9%	1,192,064	-	207,936
103-48530	OTHER FINANCING SOURCES	754,681	754,681	-	-	0.0%	754,681	-	-
*** TOTAL REVENUE ***		2,200,981	2,200,981	227,485	255,593	11.6%	1,945,388	5,279	250,314
103 -CAPITAL PROJECTS FUND (GENERAL)- DETAIL									
EXPENSE									
103-52710	R/M STREETS & ALLEYS	4,818,000	4,818,000	-	-	0.0%	4,818,000	-	-



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103-55803	BANKING FEES	120	120	10	30	25.0%	90	30	-
103-55824	MISCELLANEOUS SERVICES	-	-	8,000	8,000	0.0%	(8,000)	-	8,000
103-57862	CAPITAL LEASE INTEREST	13,983	13,983	1,824	5,532	39.6%	8,451	3,634	1,898
103-57863	CAPITAL LEASE PRINCIPAL	754,681	754,681	-	-	0.0%	754,681	-	-
103-58880	CAPITAL BUILDINGS & STRUCTURES	197,166	197,166	-	-	0.0%	197,166	23,326	(23,326)
103-58881	CAPITAL MACHINERY & EQUIPMENT	411,392	411,392	-	48,128	11.7%	363,264	112,935	(64,807)
103-58883	CAPITAL MOTOR VEHICLES	-	-	-	-	0.0%	-	(50,096)	50,096
103-58884	CAPITAL PARK IMPROVEMENTS	825,950	825,950	-	-	0.0%	825,950	-	-
103-59903	TRANSFER TO GRANT FUND	639,135	639,135	53,261	159,784	25.0%	479,351	-	159,784
*** TOTAL EXPENSE ***		<u>\$ 7,660,427</u>	<u>\$ 7,660,427</u>	<u>\$ 63,095</u>	<u>\$ 221,474</u>	<u>2.9%</u>	<u>\$ 7,438,953</u>	<u>\$ 89,830</u>	<u>\$ 131,645</u>

Fund: 110 - GRANT FUND- DETAIL

REVENUE

110-43420	DEPT OF JUSTICE GRANT REVENUE	\$ 2,500	\$ 2,500	\$ -	\$ 450	18.0%	\$ 2,050	\$ -	\$ 450
110-43421	TX DEPT OF STATE HEALTH SERVICES GRANT REVENUE	7,500	7,500	-	-	0.0%	7,500	-	-
110-43425	TX STATE LIB & ARC COMMISS GRANT REVENUE	4,080	4,080	-	-	0.0%	4,080	-	-
110-43431	TXDOT GRANT REVENUE	6,726	6,726	-	-	0.0%	6,726	-	-
110-43433	TX PARKS & WILDLIFE GRANT REVENUE	1,334,690	1,334,690	51,000	51,000	3.8%	1,283,690	-	51,000
110-43435	TX DEPT OF AGRICULTURE GRANT REVENUE	229,682	229,682	-	59,800	26.0%	169,882	-	59,800
110-49556	TRANSFER FROM GEN CAPITAL PROJECTS FUND	639,135	639,135	53,261	159,784	25.0%	479,351	-	159,784
*** TOTAL REVENUE ***		<u>2,224,313</u>	<u>2,224,313</u>	<u>104,261</u>	<u>271,034</u>	<u>12.2%</u>	<u>1,953,279</u>	<u>-</u>	<u>271,034</u>

Fund: 110 - GRANT FUND- DETAIL

EXPENSE

110-51636	OVERTIME- TRAFFIC STEP	6,726	6,726	-	-	0.0%	6,726	-	-
110-53732	PHONE/CABLE/INTERNET	4,080	4,080	-	-	0.0%	4,080	-	-
110-54740	AMBULANCE SUPPLIES	7,500	7,500	-	-	0.0%	7,500	-	-
110-54765	OFFICE EQUIP/FURNITURE/FIXTR	-	-	5,000	5,000	0.0%	(5,000)	-	5,000
110-54779	WEARING APPAREL	2,500	2,500	-	-	0.0%	2,500	-	-
110-55812	ENGINEERING SERVICES	150,325	150,325	6,020	18,145	12.1%	132,180	9,125	9,020
110-58884	CAPITAL PARK IMPROVEMENTS	1,752,720	1,752,720	1,123	1,123	0.1%	1,751,597	-	1,123
110-58885	CAPITAL SDWLKS/CLVRTS/BRDGS	335,528	335,528	236,082	387,318	115.4%	(51,790)	-	387,318
110-59900	TRANSFER TO GENERAL FUND	400,000	400,000	33,333	100,000	25.0%	300,000	-	100,000
*** TOTAL EXPENSE ***		<u>\$ 2,659,379</u>	<u>\$ 2,659,379</u>	<u>\$ 281,558</u>	<u>\$ 511,586</u>	<u>19.2%</u>	<u>\$ 2,147,793</u>	<u>\$ 9,125</u>	<u>\$ 502,461</u>

201 - WATER & WASTEWATER UTILITY FUND- DETAIL

REVENUE

201-46472	ACCOUNT TRANSFER FEES	\$ 3,000	\$ 3,000	\$ 100	\$ 450	15.0%	\$ 2,550	\$ 700	\$ (250)
201-46480	WATER SALES	3,808,576	3,808,576	270,966	891,929	23.4%	2,916,647	766,884	125,046
201-46481	WATER TAP FEES	10,000	10,000	500	1,000	10.0%	9,000	750	250
201-46482	SEWER SALES	2,682,650	2,682,650	173,539	543,069	20.2%	2,139,581	531,050	12,018
201-46483	SEWER TAP FEES	11,000	11,000	500	1,000	9.1%	10,000	1,500	(500)
201-46484	PENALTIES	227,584	227,584	15,347	45,276	19.9%	182,308	59,629	(14,353)
201-46486	RECONNECT FEES	-	-	-	36	0.0%	(36)	35	1
201-46488	METER TAMPERING FEES	1,547	1,547	110	220	14.2%	1,327	-	220
201-46489	NSF CHECK FEES	2,020	2,020	90	480	23.8%	1,540	360	120



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		Original Total	Current Total			% of	Budget	Prior Year	INC/(DEC)
		Budget	Budget	M-T-D Activity	Y-T-D Activity	Budget	Remaining	Y-T-D Activity	Prior Year
201-46491	SERVICE APPLICATION FEES	14,650	14,650	675	2,875	19.6%	11,775	3,475	(600)
201-46501	METER PURCHASE FEE	16,514	16,514	1,218	1,218	7.4%	15,296	3,346	(2,128)
201-47510	INTEREST INCOME	28,557	28,557	19,968	51,207	179.3%	(22,650)	8,631	42,576
201-48515	MISCELLANEOUS REVENUE	2,754	2,754	-	1,003	36.4%	1,751	1,376	(373)
201-48517	REBATES & DISCOUNTS	4,798	4,798	2,093	4,246	88.5%	552	6,381	(2,135)
201-48518	INSURANCE PROCEEDS	13,000	13,000	-	-	0.0%	13,000	-	-
201-48522	SALE OF CAPITAL EQUIPMENT	-	-	-	8,860	0.0%	(8,860)	-	8,860
201-49560	TRANSFER FROM DEBT SERVICE FUND	-	-	-	-	0.0%	-	(7,278)	7,278
*** TOTAL REVENUE ***		<u>6,826,650</u>	<u>6,826,650</u>	<u>485,106</u>	<u>1,552,868</u>	<u>22.7%</u>	<u>5,273,782</u>	<u>1,376,839</u>	<u>176,029</u>
201 -WATER & WASTEWATER UTILITY FUND- DETAIL									
EXPENSE									
51-EMPLOYEE SERVICES									
201-51600	SUPERVISION	153,245	153,245	16,229	32,458	21.2%	120,787	30,604	1,853
201-51601	OPERATIONAL	758,474	758,474	89,515	177,759	23.4%	580,715	146,743	31,016
201-51612	ON CALL STIPEND	9,125	9,125	630	1,230	13.5%	7,895	1,093	137
201-51613	BI-LINGUAL PAY	1,800	1,800	150	375	20.8%	1,425	380	(5)
201-51614	CERTIFICATION PAY	7,800	7,800	575	1,438	18.4%	6,363	965	473
201-51616	EDUCATION PAY	7,500	7,500	625	1,563	20.8%	5,938	1,394	168
201-51617	LONGEVITY PAY	10,731	10,731	1,310	2,604	24.3%	8,127	2,497	107
201-51618	SALARY PREMIUM PAY	-	-	-	-	0.0%	-	18,373	(18,373)
201-51620	AUTO ALLOWANCE	2,000	2,000	167	333	16.7%	1,667	345	(12)
201-51621	CELL PHONE ALLOWANCE	2,100	2,100	175	350	16.7%	1,750	327	23
201-51623	OVERTIME- CALL-OUT	68,142	68,142	4,711	13,408	19.7%	54,734	10,247	3,161
201-51626	OVERTIME- HOLIDAY WORKED	7,812	7,812	3,619	4,845	62.0%	2,967	2,385	2,460
201-51629	OVERTIME- LATE CALLS	30,333	30,333	4,408	9,940	32.8%	20,393	6,316	3,624
201-51632	OVERTIME- SCHEDULED (MANDATED)	49,616	49,616	5,309	13,321	26.8%	36,295	9,568	3,753
201-51638	FICA	84,814	84,814	9,653	19,626	23.1%	65,188	17,484	2,142
201-51639	DENTAL INSURANCE	6,271	6,271	523	1,308	20.9%	4,963	1,203	105
201-51640	HEALTH INSURANCE	131,750	131,750	8,053	20,096	15.3%	111,654	21,346	(1,250)
201-51641	LIFE INSURANCE	361	361	30	75	20.8%	286	71	4
201-51642	TMRS	115,386	115,386	13,749	28,015	24.3%	87,371	25,416	2,599
201-51643	WORKER'S COMPENSATION	20,673	20,673	1,945	4,500	21.8%	16,173	3,850	650
201-51646	CONTRACT LABOR	3,570	3,570	605	1,320	37.0%	2,250	1,000	320
*** EXPENSE CATEGORY TOTALS ***		<u>1,471,503</u>	<u>1,471,503</u>	<u>161,981</u>	<u>334,563</u>	<u>22.7%</u>	<u>1,136,940</u>	<u>301,607</u>	<u>32,956</u>
52-MAINTENANCE									
201-52700	R/M BUILDINGS & STRUCTURES	232,899	232,899	4,845	8,684	3.7%	224,215	3,759	4,925
201-52701	R/M EQUIPMENT & MACHINERY	53,549	53,549	1,389	9,189	17.2%	44,360	387	8,802
201-52702	R/M LIFT STATIONS	84,421	84,421	10,983	17,511	20.7%	66,911	3,582	13,929
201-52703	R/M METERS TAPS SVC CONNECTS	70,000	70,000	1,054	24,022	34.3%	45,978	22,618	1,404
201-52704	R/M MISCELLANEOUS	-	-	-	108	0.0%	(108)	-	108
201-52705	R/M MOTOR VEHICLES	5,206	5,206	673	801	15.4%	4,405	1,288	(487)
201-52710	R/M STREETS & ALLEYS	52,263	52,263	1,331	2,704	5.2%	49,559	8,309	(5,605)
201-52711	R/M WASTEWATER PLANTS	24,348	24,348	1,748	1,748	7.2%	22,600	-	1,748
201-52712	R/M WATER & WASTEWATER MAINS	331,150	331,150	14,298	31,925	9.6%	299,225	36,555	(4,630)
201-52713	R/M WATER STORAGE TANKS	57,060	57,060	-	-	0.0%	57,060	-	-
201-52714	R/M WATER WELLS	129,133	129,133	198	586	0.5%	128,547	3,034	(2,448)
201-52715	DAMAGES & CLAIMS	13,000	13,000	-	-	0.0%	13,000	-	-



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		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
*** EXPENSE CATEGORY TOTALS ***		1,053,029	1,053,029	36,519	97,277	9.2%	955,752	79,532	17,745
53-UTILITIES									
201-53730	ELECTRICITY	497,722	497,722	42,489	70,553	14.2%	427,169	59,278	11,275
201-53731	NATURAL GAS	577	577	48	105	18.1%	472	145	(41)
201-53732	PHONE/CABLE/INTERNET	14,712	14,712	1,480	4,453	30.3%	10,259	3,658	795
201-53733	WATER/SEWER & GARBAGE	32,000	32,000	2,824	5,275	16.5%	26,725	36	5,239
*** EXPENSE CATEGORY TOTALS ***		545,011	545,011	46,841	80,386	14.7%	464,625	63,118	17,268
54-SUPPLIES									
201-54745	CASH OVER/SHORT	-	-	(1)	(5)	0.0%	5	2,074	(2,079)
201-54746	CHEMICAL SUPPLIES	172,851	172,851	25,758	56,158	32.5%	116,693	53,496	2,662
201-54752	FOOD	1,800	1,800	56	201	11.2%	1,599	118	83
201-54753	GROUNDWATER PURCHASES	25,557	25,557	-	-	0.0%	25,557	-	-
201-54756	JANITORIAL SUPPLIES	6,346	6,346	158	832	13.1%	5,514	1,019	(187)
201-54758	LAB EQUIPMENT & SUPPLIES	4,177	4,177	889	889	21.3%	3,288	-	889
201-54762	MINOR TOOLS & EQUIPMENT	20,373	20,373	145	1,212	5.9%	19,162	1,241	(29)
201-54763	MISCELLANEOUS SUPPLIES	2,700	2,700	536	608	22.5%	2,092	306	302
201-54764	MOTOR VEHICLE FUEL	58,276	58,276	5,867	8,990	15.4%	49,286	11,089	(2,099)
201-54765	OFFICE EQUIP/FURNITURE/FIXTR	500	500	-	-	0.0%	500	-	-
201-54766	OFFICE SUPPLIES	4,709	4,709	420	663	14.1%	4,046	766	(103)
201-54769	POSTAGE	446	446	48	126	28.2%	320	50	76
201-54778	TECHNOLOGY SUPPLIES	61,517	61,517	61,240	61,240	99.5%	277	59,458	1,782
201-54779	WEARING APPAREL	15,829	15,829	1,501	2,624	16.6%	13,205	3,052	(427)
*** EXPENSE CATEGORY TOTALS ***		375,081	375,081	96,616	133,537	35.6%	241,544	132,667	870
55-SERVICES									
201-55800	ACCOUNTING & AUDITING	16,380	16,380	-	-	0.0%	16,380	-	-
201-55804	BILLING & COLLECTION SERVICES	44,622	44,622	3,670	9,182	20.6%	35,440	6,172	3,011
201-55809	CREDIT CARD PROCESSING FEES	80,004	80,004	5,036	10,350	12.9%	69,654	7,870	2,481
201-55811	ELECTROINC PAYMENT- UB CREDITS	39,504	39,504	3,939	12,023	30.4%	27,481	9,732	2,291
201-55812	ENGINEERING SERVICES	55,000	55,000	-	-	0.0%	55,000	4,099	(4,099)
201-55813	FEES & PERMITS	40,775	40,775	-	34,002	83.4%	6,773	34,436	(435)
201-55815	INSURANCE-PROPERTY, PLANT, & EQUIPMENT	71,062	71,062	-	91,107	128.2%	(20,045)	63,421	27,686
201-55818	LAB SERVICES	116,000	116,000	8,106	12,754	11.0%	103,246	14,068	(1,314)
201-55819	LEASE/RENTAL OF EQUIPMENT	15,870	15,870	89	169	1.1%	15,702	37,789	(37,621)
201-55821	LEGAL ADVERTISING	1,000	1,000	-	-	0.0%	1,000	-	-
201-55824	MISCELLANEOUS SERVICES	500	500	-	504	100.9%	(4)	-	504
201-55826	PUBLIC COMMUNICATION	4,000	4,000	-	3,164	79.1%	836	-	3,164
201-55828	SOFTWARE	4,244	4,244	-	-	0.0%	4,244	64	(64)
201-55829	SPECIAL SERVICES	-	-	2,948	5,868	0.0%	(5,868)	975	4,893
201-55834	SOLID WASTE & SLUDGE DISPOSAL	205,908	205,908	19,980	36,041	17.5%	169,867	36,752	(711)
*** EXPENSE CATEGORY TOTALS ***		694,870	694,870	43,768	215,164	31.0%	479,705	215,379	(215)
56-TRAVEL & EDUCATION EXPENDITURES									
201-56851	MEMBERSHIP DUES	585	585	-	-	0.0%	585	-	-
201-56852	TRAINING EXPENSES	11,870	11,870	-	222	1.9%	11,648	161	61
201-56853	TRAVEL & LODGING EXPENSES	1,900	1,900	-	-	0.0%	1,900	1,975	(1,975)



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		Original Total Budget	Current Total Budget	M-T-D Activity	Y-T-D Activity	% of Budget	Budget Remaining	Prior Year Y-T-D Activity	INC/(DEC) Prior Year
*** EXPENSE CATEGORY TOTALS ***		14,355	14,355	-	222	1.5%	14,133	2,136	(1,914)
57-DEBT SERVICE									
201-57862	CAPITAL LEASE INTEREST	8,836	8,836	-	3,074	34.8%	5,762	-	3,074
201-57863	CAPITAL LEASE PRINCIPAL	150,747	150,747	-	53,775	35.7%	96,972	-	53,775
*** EXPENSE CATEGORY TOTALS ***		159,583	159,583	-	56,849	35.6%	102,734	-	56,849
58-CAPITAL EXPENDITURES									
201-58880	CAPITAL BUILDINGS & STRUCTURES	43,095	43,095	-	-	0.0%	43,095	-	-
201-58881	CAPITAL MACHINERY & EQUIPMENT	51,936	51,936	-	-	0.0%	51,936	21,680	(21,680)
*** EXPENSE CATEGORY TOTALS ***		95,031	95,031	-	-	0.0%	95,031	21,680	(21,680)
59-TRANSFERS OUT									
201-59900	TRANSFER TO GENERAL FUND	1,552,072	1,552,072	129,339	388,018	25.0%	1,164,054	408,032	(20,014)
201-59901	TRANSFER TO DEBT SERVICE FUND	874,660	874,660	72,888	218,665	25.0%	655,995	112,309	106,356
*** EXPENSE CATEGORY TOTALS ***		2,426,732	2,426,732	202,228	606,683	25.0%	1,820,049	520,342	86,341
*** TOTAL EXPENSE ***		\$ 6,835,195	\$ 6,835,195	\$ 587,952	\$ 1,524,681	22.3%	\$ 5,310,515	\$ 1,336,461	\$ 188,220
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL									
REVENUE									
203-47510	INTEREST INCOME	\$ 59,190	\$ 59,190	\$ 2,784	\$ 7,488	12.7%	\$ 51,702	\$ 6,354	\$ 1,134
203-48515	MISCELLANEOUS REVENUE	51,660	51,660	8,877	8,877	17.2%	42,783	-	8,877
203-48518	INSURANCE PROCEEDS	-	-	-	-	0.0%	-	183,569	(183,569)
*** TOTAL REVENUE ***		110,850	110,850	11,661	16,365	14.8%	94,485	189,923	(173,558)
203 -CAPITAL PROJECTS FUND (UTILITY)- DETAIL									
EXPENSE									
203-52700	R/M BUILDINGS & STRUCTURES	242,454	242,454	15,687	15,687	6.5%	226,767	-	15,687
203-52702	R/M LIFT STATIONS	169,540	169,540	-	-	0.0%	169,540	-	-
203-52711	R/M WASTEWATER PLANTS	63,493	63,493	-	-	0.0%	63,493	-	-
203-52712	R/M WATER & WASTEWATER MAINS	5,712,047	5,712,047	434,028	434,028	7.6%	5,278,019	-	434,028
203-52713	R/M WATER STORAGE TANKS	54,938	54,938	-	-	0.0%	54,938	109,057	(109,057)
203-52714	R/M WATER WELLS	457,600	457,600	-	-	0.0%	457,600	-	-
203-55812	ENGINEERING SERVICES	131,215	131,215	10,541	31,297	23.9%	99,918	6,305	24,992
203-55829	SPECIAL SERVICES	28,499	28,499	-	-	0.0%	28,499	1,860	(1,860)
203-58880	CAPITAL BUILDINGS & STRUCTURES	40,000	40,000	-	-	0.0%	40,000	-	-
*** TOTAL EXPENSE ***		\$ 6,899,786	\$ 6,899,786	\$ 460,255	\$ 481,011	7.0%	\$ 6,418,775	\$ 117,222	\$ 363,789



NON MAJOR FUNDS SUMMARY

	111 HOTEL/MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND	115 POLICE STATE FORFEITURE FUND
Beginning Fund Balance	\$ 1,250,894	\$ -	\$ 142,215	\$ 11,619	\$ 11,528
REVENUE					
TAXES	76,865	-	-	-	-
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-
FINES & FORFEITURE	-	1,761	2,128	75	-
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	5,400	-	-	-	-
INVESTMENT INCOME	6,804	-	1,137	93	92
MISCELLANEOUS RECEIPTS	209	-	-	-	-
TRANSFERS IN	-	(20,371)	-	-	-
Total	89,278	(18,611)	3,266	168	92
EXPENSE					
EMPLOYEE SERVICES	6,427	-	-	-	-
MAINTENANCE	4,352	-	-	-	-
UTILITIES	1,883	-	-	-	-
SUPPLIES	3,229	-	-	-	-
SERVICES	4,766	-	-	-	-
TRAVEL & EDUCATION EXPENDITURES	250	-	-	-	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	37,795	-	-	-	-
TRANSFERS OUT	469,708	-	1,885	-	-
Total	528,411	-	1,885	-	-
Surplus (Deficit)	(439,133)	(18,611)	1,381	168	92
Ending Fund Balance	\$ 811,761	\$ (18,611)	\$ 143,596	\$ 11,788	\$ 11,620



NON MAJOR FUNDS SUMMARY					Keep Jacksonville Beautiful
	116 POLICE FEDERAL FORFEITURE FUND	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	TOTAL	301 BEAUTIFICATION FUND
Beginning Fund Balance	\$ 6,459	\$ 10,013	\$ -	\$ 1,432,729	\$ 18,072
REVENUE					
TAXES	-	-	-	76,865	-
FRANCHISE FEES	-	-	-	-	-
INTERGOVERNMENTAL REVENUE	-	-	-	-	-
FINES & FORFEITURE	-	-	-	3,964	-
LICENSE & PERMITS	-	-	-	-	-
FEES & CHARGES FOR SERVICES	-	-	-	5,400	-
INVESTMENT INCOME	52	80	1,559	9,817	150
MISCELLANEOUS RECEIPTS	-	-	-	209	772
TRANSFERS IN	-	-	417,195	396,824	1,500
Total	52	80	418,754	493,079	2,422
EXPENSE					
EMPLOYEE SERVICES	-	-	-	6,427	-
MAINTENANCE	-	-	-	4,352	-
UTILITIES	-	-	-	1,883	-
SUPPLIES	-	-	88	3,317	1,088
SERVICES	-	-	325	5,091	-
TRAVEL & EDUCATION EXPENDITURES	-	-	-	250	-
DEBT SERVICE	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	37,795	-
TRANSFERS OUT	-	-	-	471,593	-
Total	-	-	413	530,709	1,088
Surplus (Deficit)	52	80	418,340	(37,631)	1,334
Ending Fund Balance	\$ 6,510	\$ 10,093	\$ 418,340	\$ 1,395,098	\$ 19,406



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Summary of Cash and Investment Activity				
	Par Value	Book Value	Market Value	Ratio Market-to-Book Value
Beginning Balances				
Cash	\$ 7,525,143.68	\$ 7,525,143.68	\$ 7,525,143.68	100.00%
Investments	17,890,953.60	17,890,953.60	17,890,953.60	100.00%
Total	25,416,097.28	25,416,097.28	25,416,097.28	100.00%
Activity				
Cash	(1,384,393.20)	(1,384,393.20)	(1,384,393.20)	
Investments				
Net Accretion & Amortization				
Purchases	2,379,769.01	2,379,769.01	2,379,769.01	
Maturities/Calls	(797,489.09)	(797,489.09)	(797,489.09)	
Changes to Market Value	-	-	(70,914.68)	
Net Monthly Activity	197,886.72	197,886.72	126,972.04	
Ending Balances				
Cash	6,140,750.48	6,140,750.48	6,140,750.48	100.00%
Investments	19,473,233.52	19,473,233.52	19,402,318.84	99.64%
Total	\$ 25,613,984.00	\$ 25,613,984.00	\$ 25,543,069.32	99.72%



Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
N/A	N/A	N/A	Cash In Depository Bank	\$382,651		\$ 100.000	1.000%	\$ 382,651	\$ 382,651	\$ 382,651	\$ -	1
N/A	N/A	N/A	Cash In Austin Bank	60		100.000	0.000%	60	60	60	-	1
N/A	N/A	N/A	Cash In BOK Financial	5,758,040		100.000	3.930%	5,758,040	5,758,040	5,758,040	-	1
N/A	N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	5,377		100.000	2.980%	5,377	5,377	5,377	-	1
N/A	N/A	N/A	LOGIC	2,488,165		100.000	4.334%	2,488,165	2,488,165	2,488,165	-	1
N/A	N/A	N/A	TexSTAR	1,816,904		100.000	3.968%	1,816,904	1,816,904	1,816,904	-	1
N/A	N/A	N/A	TexasDAILY	2,068,379		100.000	4.130%	2,068,379	2,068,379	2,068,379	-	1
N/A	N/A	N/A	Lone Star	2,068,580		100.000	4.080%	2,068,580	2,068,580	2,068,580	-	1
N/A	N/A	N/A	Texas FIT	6,741,829		100.000	3.940%	6,741,829	6,741,829	6,741,829	-	1
11/23/2022	2/23/2023	743738CK0	CD - Providence Bk Rocky Mt North Carolina	249,000		100.000	4.000%	249,000	249,000	248,983	(17)	54
2/28/2020	2/28/2023	05580AVA9	CD - Bmw Bk North Amer Salt Lake City Utah	247,000		100.000	1.650%	247,000	247,000	245,997	(1,003)	59
12/19/2022	3/17/2023	132504MN8	CD - Cambridge Svgs Bk Cambridge Ma	247,000		100.000	4.240%	247,000	247,000	247,086	86	76
11/16/2022	5/16/2023	16777YC9	CD - Fifth Third Bk Cincinnati Ohio	249,000		100.000	4.490%	249,000	249,000	249,269	269	136
12/14/2022	6/14/2023	67886WAE7	CD - Oklahomas Cr Un Okla City Okla	249,000		100.000	4.880%	249,000	249,000	249,740	740	165
11/15/2022	8/15/2023	69355NAZ8	CD - Pnc Bk Natl Assn Wilmington Del	249,000		100.000	4.590%	249,000	249,000	249,239	239	227
12/14/2022	9/14/2023	9497634G8	CD - Wells Fargo Bk N A Sioux Falls	241,000		100.000	4.690%	241,000	241,000	241,299	299	257
12/16/2022	12/18/2023	052392CK1	CD - Austin Telco Fed Cr Un Tex Sh	249,000		100.000	5.070%	249,000	249,000	250,121	1,121	352
3/4/2022	3/15/2024	39573LCX4	CD - Greenstate Cr Un North Liberty Iowa	249,000		100.000	1.650%	249,000	249,000	240,136	(8,864)	440
3/14/2022	3/18/2024	PER200JA8	CD - Comenity Bank Wilmington De	200,000		100.000	1.650%	200,000	200,000	193,212	(6,788)	443
4/6/2022	4/8/2024	14042TFB8	CD - Capital One Bk Usa Natl Assn Glen Allen Va	112,000		100.000	2.260%	112,000	112,000	108,669	(3,331)	464
4/21/2022	4/22/2024	02007GPS6	CD - Ally Bk Sandy Utah	249,000		100.000	2.460%	249,000	249,000	242,011	(6,989)	478
10/31/2022	4/30/2024	91334AAA1	CD - United Heritage Cr Un Austin Tex	249,000		100.000	4.640%	249,000	249,000	249,085	85	486
12/16/2022	6/17/2024	98138MAZ3	CD - Workers Fed Cr Un Littleton Ma Sh	249,000		100.000	5.010%	249,000	249,000	250,519	1,519	534



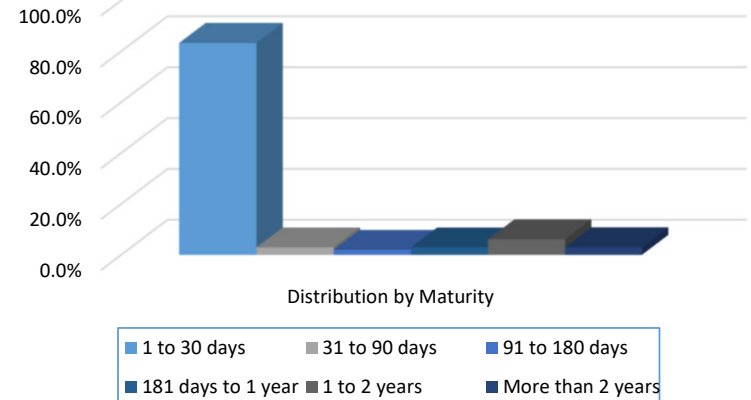
Summary of Cash and Investment Activity												
Purchase Date	Maturity Date	CUSIP / CD Number	Security Type	Par Value	Coupon	Purchase			Book Value	Market Value	Gain / (Loss)	Days to Maturity
						Price	Yield	Principal				
6/29/2022	7/1/2024	05961SNS9	CD - Banc Calif NA Irvine Ca	249,000		100.000	3.260%	249,000	249,000	243,913	(5,087)	548
1/31/2022	1/31/2025	70962LBA9	CD - Pentagon Federal Cr Un Tysons Corner Va	249,000		100.000	1.350%	249,000	249,000	232,449	(16,551)	762
2/23/2022	3/3/2025	02589ABM3	CD - American Express Natl Bk	248,000		100.000	1.900%	248,000	248,000	233,797	(14,203)	793
2/15/2022	2/14/2025	3133ENPG9	US Agency- Federal Farm Credit Bank	250,000		100.000	1.840%	250,000	250,000	237,563	(12,438)	776
Totals/Weighted Average				\$ 25,613,984			3.864%	\$ 25,613,984	\$ 25,613,984	\$ 25,543,069	\$ (70,915)	66
Benchmark - 8-week Treasury Bill Rates Coupon Equivalent							4.390%					



Summary of Cash and Investment Activity

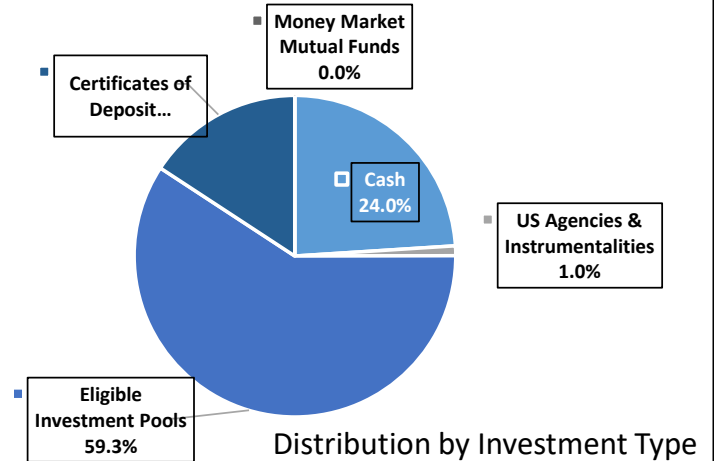
Distribution by Maturity

	Par Value	Percent
1 to 30 days	\$21,329,984	83.3%
31 to 90 days	743,000	2.9%
91 to 180 days	498,000	1.9%
181 days to 1 year	739,000	2.9%
1 to 2 years	1,557,000	6.1%
More than 2 years	747,000	2.9%
	<u>\$ 25,613,984</u>	<u>100.0%</u>



Distribution by Investment Type

	Book Value	Percent
Cash	\$6,140,750	24.0%
US Agencies & Instrumentalities	250,000	1.0%
Eligible Investment Pools	15,183,856	59.3%
Certificates of Deposit	4,034,000	15.7%
US Treasury Bills / Notes / Bonds	-	0.0%
Money Market Mutual Funds	5,377	0.0%
Repurchase Agreements	-	0.0%
	<u>\$ 25,613,984</u>	<u>100.0%</u>





Summary of Cash and Investment Activity									
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
N/A	N/A	FNC - Cash, Money Funds, and Bank Deposits	Money Market Mutual Funds	\$ 16,977	\$ 16,977	\$ 16,977	\$ 5,377	\$ 5,377	\$ 5,377
N/A	N/A	LOGIC	Investment Pool	2,034,067	2,034,067	2,034,067	2,488,165	2,488,165	2,488,165
N/A	N/A	TexSTAR	Investment Pool	2,032,247	2,032,247	2,032,247	1,816,904	1,816,904	1,816,904
N/A	N/A	Texas Range	Investment Pool	2,033,376	2,033,376	2,033,376	2,068,379	2,068,379	2,068,379
N/A	N/A	Lone Star	Investment Pool	2,033,673	2,033,673	2,033,673	2,068,580	2,068,580	2,068,580
N/A	N/A	Texas FIT	Investment Pool	6,691,614	6,691,614	6,691,614	6,741,829	6,741,829	6,741,829
11/23/2022	2/23/2023	CD - Providence Bk Rocky Mt North Carolina	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	248,983
2/28/2020	2/28/2023	CD - Bmw Bk North Amer Salt Lake City Utah	Certificate of Deposit	247,000	247,000	247,000	247,000	247,000	245,997
12/19/2022	3/17/2023	CD - Cambridge Svgs Bk Cambridge Ma	Certificate of Deposit	-	-	-	247,000	247,000	247,086
11/16/2022	5/16/2023	CD - Fifth Third Bk Cincinnati Ohio	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,269
12/14/2022	6/14/2023	CD - Oklahomas Cr Un Okla City Okla	Certificate of Deposit	-	-	-	249,000	249,000	249,740
11/15/2022	8/15/2023	CD - Pnc Bk Natl Assn Wilmington Del	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,239
12/14/2022	9/14/2023	CD - Wells Fargo Bk N A Sioux Falls	Certificate of Deposit	-	-	-	241,000	241,000	241,299
12/16/2022	12/18/2023	CD - Austin Telco Fed Cr Un Tex Sh	Certificate of Deposit	-	-	-	249,000	249,000	250,121
3/4/2022	3/15/2024	CD - Greenstate Cr Un North Liberty Iowa	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	240,136
3/14/2022	3/18/2024	CD - Comenity Bank Wilmington De	Certificate of Deposit	200,000	200,000	200,000	200,000	200,000	193,212
4/6/2022	4/8/2024	CD - Capital One Bk Usa Natl Assn Glen Allen Va	Certificate of Deposit	112,000	112,000	112,000	112,000	112,000	108,669
4/21/2022	4/22/2024	CD - Ally Bk Sandy Utah	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	242,011
10/31/2022	4/30/2024	CD - United Heritage Cr Un Austin Tex	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	249,085
12/16/2022	6/17/2024	CD - Workers Fed Cr Un Littleton Ma Sh	Certificate of Deposit	-	-	-	249,000	249,000	250,519
6/29/2022	7/1/2024	CD - Banc Calif NA Irvine Ca	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	243,913



Summary of Cash and Investment Activity									
Transaction Information				Beginning			Ending		
Dates		Description	Security Type	Par Value	Book Value	Market Value	Par Value	Book Value	Market Value
Purchase	Maturity								
1/31/2022	1/31/2025	CD - Pentagon Federal Cr Un Tysons Corner Va	Certificate of Deposit	249,000	249,000	249,000	249,000	249,000	232,449
2/23/2022	3/3/2025	CD - American Express Natl Bk	Certificate of Deposit	248,000	248,000	248,000	248,000	248,000	233,797
2/15/2022	2/14/2025	US Agency- Federal Farm Credit Bank	Certificate of Deposit	250,000	250,000	250,000	250,000	250,000	237,563
Total of Investments				17,890,954	17,890,954	17,890,954	19,473,234	19,473,234	19,402,319
Cash					7,525,144	7,525,144		6,140,750	6,140,750
Total Investments & Cash					<u>\$ 25,416,097</u>	<u>\$ 25,416,097</u>		<u>\$ 25,613,984</u>	<u>\$ 25,543,069</u>



Cash and Investment Distribution by Fund									
Transaction Information		101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND
Description	Security Type								
LOGIC	Investment Pool	\$ 727,373	\$ 153,958	\$ 186,234	\$ 515,542	\$ 109,969	\$ (2,599)	\$ 20,053	\$ 1,646
TexSTAR	Investment Pool	638,620	135,172	163,510	452,636	96,551	(2,282)	17,606	1,445
TexasDAILY	Investment Pool	727,010	153,881	186,141	515,284	109,915	(2,598)	20,043	1,645
Lone Star	Investment Pool	727,081	153,896	186,159	515,335	109,925	(2,598)	20,045	1,645
Texas FIT	Investment Pool	726,636	153,802	4,860,559	515,019	109,858	(2,596)	20,033	1,644
FNC	Money Market Mutual Funds	1,890	400	484	1,340	286	(7)	52	4
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	1,505,774	318,717	385,533	1,067,251	227,654	(5,380)	41,513	3,408
Total of Investments		5,054,384	1,069,828	5,968,620	3,582,406	764,158	(18,060)	139,347	11,439
Cash		134,497	28,468	34,496	95,328	20,334	(481)	3,708	304
Total Investments & Cash		5,188,881	1,098,296	6,003,116	3,677,734	784,492	(18,540)	143,055	11,743

Transaction Information		116 POLICE FEDERAL FORFEITURE FUND	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	203 CAPITAL PROJECTS FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Description	Security Type								
LOGIC	Investment Pool	909	1,409	418,696	209,513	129,790	2,686	11,363	2,488,165
TexSTAR	Investment Pool	798	1,238	(51)	183,948	113,953	2,358	9,976	1,816,904
TexasDAILY	Investment Pool	909	1,409	(58)	209,408	129,725	2,684	11,357	2,068,379
Lone Star	Investment Pool	909	1,409	(58)	209,429	129,737	2,684	11,358	2,068,580
Texas FIT	Investment Pool	908	1,408	(58)	209,301	129,658	2,683	11,351	6,741,829
FNC	Money Market Mutual Funds	2	4	(0)	544	337	7	30	5,377
FNC Brokered CD's, Agencies	Certificates of Deposit, Agencies	1,882	2,918	(119)	433,724	268,684	5,560	23,523	4,284,000
Total of Investments		6,318	9,794	418,353	1,455,866	901,884	18,662	78,959	19,473,234
Cash		168	261	(11)	5,796,780	23,999	497	2,101	6,140,750
Total Investments & Cash		\$ 6,486	\$ 10,055	\$ 418,342	\$ 7,252,646	\$ 925,883	\$ 19,158	\$ 81,060	\$ 25,613,984



Summary of Cash and Investment Activity								
Summary of Investment Earnings								
Description	101 GENERAL FUND	102 DEBT SERVICE FUND	103 CAPITAL PROJECTS FUND	110 GRANT FUND	111 HOTEL / MOTEL OCCUPANCY TAX FUND	112 COURT TECHNOLOGY FUND	113 COURT SECURITY FUND	114 COURT CHILD SAFETY TRUST FUND
Bank Interest	\$ 326.50	\$ 69.11	\$ 83.60	\$ 231.41	\$ 49.36	\$ (1.17)	\$ 9.00	\$ 0.74
LOGIC	2,596.85	549.66	664.89	1,840.57	392.61	(9.28)	71.59	5.88
TexSTAR	2,355.64	498.60	603.13	1,669.61	356.14	(8.42)	64.94	5.33
TexasDAILY	2,477.08	524.31	634.22	1,755.69	374.50	(8.85)	68.29	5.61
Lone Star	2,443.36	517.17	625.59	1,731.79	369.40	(8.73)	67.36	5.53
Texas FIT	2,356.91	498.87	16,158.17	1,670.51	356.33	(8.42)	64.98	5.33
FNC Money Market Mutual Funds	108.48	22.96	27.77	76.88	16.40	(0.39)	2.99	0.25
FNC Brokered CD's, US Agencies	2,936.92	621.64	751.96	2,081.61	444.02	(10.49)	80.97	6.65
Total	15,601.73	3,302.32	19,549.33	11,058.07	2,358.78	(55.75)	430.13	35.31

Summary of Investment Earnings								
Description	116 POLICE FEDERAL FORFEITURE FUND	119 WAR MEMORIAL FUND	120 VENUE PROJECT FUND	201 WATER & WASTEWATER UTILITY FUND	203 CAPITAL PROJECTS FUND	301 BEAUTIFICATION FUND	801 PAYROLL PAYABLES	TOTAL
Bank Interest	0.41	0.63	(0.03)	15,568.38	58.26	1.21	5.10	16,403.24
LOGIC	3.25	5.03	1,558.31	748.00	463.37	9.59	40.57	8,946.67
TexSTAR	2.94	4.56	(0.19)	678.52	420.33	8.70	36.80	6,701.90
TexasDAILY	3.10	4.80	(0.20)	713.50	442.00	9.15	38.70	7,047.42
Lone Star	3.05	4.73	(0.19)	703.79	435.98	9.02	38.17	6,951.48
Texas FIT	2.95	4.57	(0.19)	678.88	420.56	8.70	36.82	22,260.24
FNC Money Market Mutual Funds	0.14	0.21	(0.01)	31.25	19.36	0.40	1.69	308.62
FNC Brokered CD's, US Agencies	3.67	5.69	(0.23)	845.95	524.05	10.84	45.88	8,355.68
Total	\$ 19.50	\$ 30.23	\$ 1,557.28	\$ 19,968.27	\$ 2,783.91	\$ 57.60	\$ 243.73	\$ 76,975.25

This monthly report is in full compliance with the investment strategies as established in the City's Investment Policies and the Public Funds Investment Act, Chapter 2256, Texas Government Code.

Roxanna Briley

Roxanna Briley
Finance Director



JACKSONVILLE POLICE DEPARTMENT

MONTHLY REPORT

January 2023

POPULATION DATA		
January-22	14,923	
January-23	14,193	
Annual Growth	-730	-4.89%

PART 1 UCR CRIMES

Offense Category	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Murder	0	1	-1	-100.00	0	0.00	0	0.00	No Change	*NC
Rape	1	0	1	*NC	1	0.07	1	0.07	No Change	0.00
Robbery	0	1	-1	-100.00	0	0.00	0	0.00	No Change	*NC
Individual	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Business	0	1	-1	-100.00	0	0.00	0	0.00	No Change	*NC
Assaults	17	17	No Change	0.00	17	1.20	13	0.87	4	30.77
Aggravated	6	2	4	200.00	6	0.42	5	0.34	1	20.00
Other Assaults	11	15	-4	-26.67	11	0.78	8	0.54	3	37.50
Burglary	2	5	-3	-60.00	2	0.14	2	0.13	No Change	0.00
Habitation	0	1	-1	-100.00	0	0.00	2	0.13	-2	-100.00
Building	2	4	-2	-50.00	2	0.14	0	0.00	2	*NC
Theft	25	20	5	25.00	25	1.76	13	0.87	12	92.31
Burglary Vehicle	2	1	1	100.00	2	0.14	0	0.00	2	*NC
Burglary Coin-Op Machine	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Thefts	23	19	4	21.05	23	1.62	13	0.87	10	76.92
Motor Vehicle Theft	5	5	No Change	0.00	5	0.35	4	0.27	1	25.00
TOTAL OFFENSES	50	49	1	2.04	50	3.52	33	2.21	17	51.52

TRAFFIC ACCIDENT SUMMARY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Motor Vehicle Accidents	35	34	1	2.94	35	2.47	21	1.41	14	66.67
Injury Accidents	11	8	3	37.50	11	0.78	8	0.54	3	37.50
Number Transported	10	12	2	-16.67	10	0.70	3	0.20	7	233.33
Fatality Accidents	0	1	-1	-100.00	0	0.00	0	0.00	No Change	*NC
Fatalities	0	1	-1	-100.00	0	0.00	0	0.00	No Change	*NC

PATROL & TRAFFIC DIVISIONS ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Calls for Service	1,557	1,856	-299	-16.11	1,557	109.70	1,794	120.22	-237	-13.21
Citations	251	190	61	32.11	251	17.68	273	18.29	-22	-8.06
Offense Reports	155	128	27	21.09	155	10.92	141	-193.15	14	9.93
Response Time Avg. Emergency	4.79	11.52	-6.73	-58.42	4.79		7.98		-3.19	-39.97
Response Time Avg. Non-Emer.	7.00	8.61	-1.61	-18.70	7.00		7.89		-0.89	-11.28

COMMUNICATIONS DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
NCIC/TCIC Entries	399	43	356	827.91	399	28.11	18	1.21	381	2116.67
911 Calls - Total	320	795	-475	-59.75	320	22.55	411	27.54	-91	-22.14
911 Calls - Police	203	193	10	5.18	203	14.30	204	13.67	-1	-0.49
911 Calls - Fire	44	70	-26	-37.14	44	3.10	70	4.69	-26	-37.14
911 Calls - EMS	134	162	-28	-17.28	134	9.44	137	9.18	-3	-2.19

CRIMINAL INVESTIGATION DIVISION ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Cases Assigned	49	58	-9	-15.52	49	3.45	109	7.30	-60	-55.05
Cases Cleared	68	33	35	106.06	68	4.79	78	5.23	-10	-12.82
Cases Filed (Misdemeanor)	65	15	50	333.33	65	4.58	0	0.00	65	*NC
Cases Filed (Felony)	50	21	29	138.10	50	3.52	0	0.00	50	*NC
Cases Filed (Juvenile)	0	5	-5	-100.00	0	0.00	3	0.21	-3	-100.00

ARRESTS

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
DWI Arrest	8	1	7	700.00	8	0.56	7	0.47	1	14.29
Adult Arrests	59	44	15	34.09	59	4.16	52	3.48	7	13.46
City Warrant Cleared	121	42	79	188.10	121	8.53	6	0.40	115	1916.67
Drug Related Arrests	25	13	12	92.31	25	1.76	15	1.01	10	66.67
Juvenile Arrests	0	5	-5	-100.00	0	0.00	2	0.13	-2	-100.00

POLICE PERSONNEL

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
TCOLE Training Hours	64	123	-59	-47.97	64	4.51	460	30.82	-396	-86.09
Community Meetings	6	2	4	200.00	6	0.42	1	0.07	5	500.00
Lake Patrol Hours	0	0	No Change	*NC	0	0.00	0	0.00	No Change	*NC
Volunteer Hours	64	61	3	4.92	64	4.51	22	1.47	42	190.91
Volunteer Security Checks	109	108	1	0.93	109	7.68	39	2.61	70	179.49
Open Records Requests	164	46	118	256.52	164	11.55	18	1.21	146	811.11
Special Events	0	1	-1	-100.00	0	0.00	2	0.13	-2	-100.00

CODE ENFORCEMENT ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Inspections - Trash	30	6	24	400	30	2.11	9	0.60	21	233.3
- Junk Vehicles	7	6	1	17	7	0.49	2	0.13	5	250.0
- Grass/Weeds	6	9	-3	-33	6	0.42	0	0.00	6	*NC
- Illegal Signs	48	19	29	153	48	3.38	21	1.41	27	128.6
- Unsafe Conditions	3	2	1	50	3	0.21	0	0.00	3	*NC
- Vendors	0	1	-1	-100	0	0.00	0	0.00	No Change	*NC
- Other	5	7	-2	-29	5	0.35	2	0.13	3	150.0
Resolved - Trash	18	16	2	13	18	1.27	9	0.60	9	100.0
- Junk Vehicles	5	3	2	67	5	0.35	2	0.13	3	150.0
- Grass/Weeds	6	5	1	20	6	0.42	5	0.34	1	20.0
- Illegal Signs	48	19	29	153	48	3.38	21	1.41	27	128.6
- Unsafe Conditions	3	2	1	50	3	0.21	0	0.00	3	*NC
- Vendors	0	1	-1	-100	0	0.00	0	0.00	No Change	*NC
- Other	4	7	-3	-43	4	0.28	2	0.13	2	100.0

ANIMAL SERVICES ACTIVITY

ACTIVITY	MONTHLY				YEAR TO DATE					
	Monthly Totals	Previous Month's Totals	Amount of Change	Percent Increase/Decrease	YTD 2023	2023 Per 1000/capita	YTD 2022	2022 Per 1000/capita	Amount of Change	Percent Increase/Decrease
Dogs - Intake	27	37	-10	-27	27	1.90	13	0.87	14	107.7
Dogs - Adopted / Rescued	15	21	-6	-29	15	-20.55	12	0.80	3	25.0
Dogs - Reclaimed by Owner	5	7	-2	-29	5	0.35	5	0.34	No Change	0.0
Cats - Intake	14	8	6	75	14	0.99	4	0.27	10	250.0
Cats - Adopted / Rescued	4	13	-9	-69	4	0.28	8	0.54	-4	-50.0
Cats - Reclaimed by Owner	0	2	-2	-100	0	0.00	0	0.00	No Change	*NC
Calls for Service Total	112	99	13	13	112	7.89	140	9.38	-28	-20.0
Barking Dogs	2	2	No Change	0	2	0.14	1	0.07	1	100.0
Loose Animals	85	73	12	16	85	5.99	54	3.62	31	57.4
Other Wildlife - Livestock	5	2	3	150	5	0.35	2	0.13	3	150.0
Value of Donated Materials	\$600	\$400	200	50	\$600	42.27	\$473	31.70	\$127	26.8
Volunteer Hours	7.5	78	-70.5	-90	7.5	0.53	72	4.82	-64.5	-89.6
Community Service Hours	324	88	236	268	324	22.83	370	24.79	-46	-12.4



Community & Public Services Reported Concerns



Monthly Report

January-23

Building

CONCERN

Building

Illegal Use of Occupancy

Misc. - Issue Internal Use

General

Inspection

Other

Zoning Violations

Jan-23	Oct. 1 - YTD	Notes:
	0	
	0	
	0	
	5	
	0	
2	11	
	0	

Parks

CONCERN

Overgrowth

Trash & Rubbish

Other

Parks/Facility Maintenance

		Notes:
	0	
	0	
	0	
1	1	

Public Services

CONCERN

General Request-Public Services

		Notes:
	0	

Sanitation

CONCERN

Trash Can

Trash & Rubbish

		Notes:
18	44	
	0	

Bulky Waste Pick Up Request

77	265	
----	-----	--

Streets

CONCERN

Decorative Street Light
Clogged Storm Drain
Dead/Fallen Tree on Street
Grass in Curb and Gutter
Low Limbs or Vegetation Blocking Line of Sight
Misc. Use
Other
Overgrowth
Pothole/Street Repairs
Right of Way Mowing
Signage
Stagnant Water
Street Light Out
Street Sweeping Needed

		Notes:
1	2	
3	7	
2	14	
	0	
	0	
	0	
1	2	
	5	
6	15	
	0	
4	6	
	0	
	0	
2	9	

Water

CONCERN

Fire Hydrant Maintenance
locates
Water in the Streets
Water Leaks
Water Meter Leaks
Other

		Notes:
1	3	
20	69	
1	1	
17	53	
9	17	
20	36	

Wastewater Collection

CONCERN

Sewer backup
sewage other
Sewage Leak
Sewer Odor

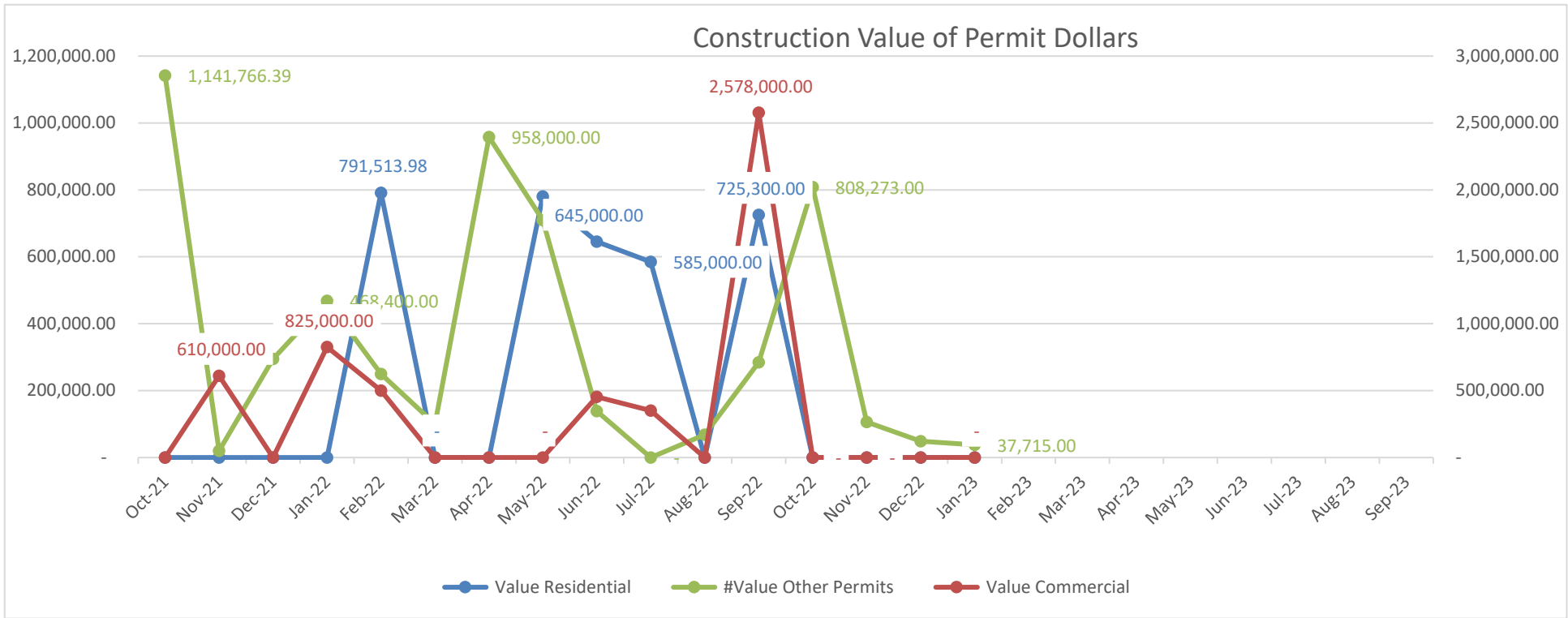
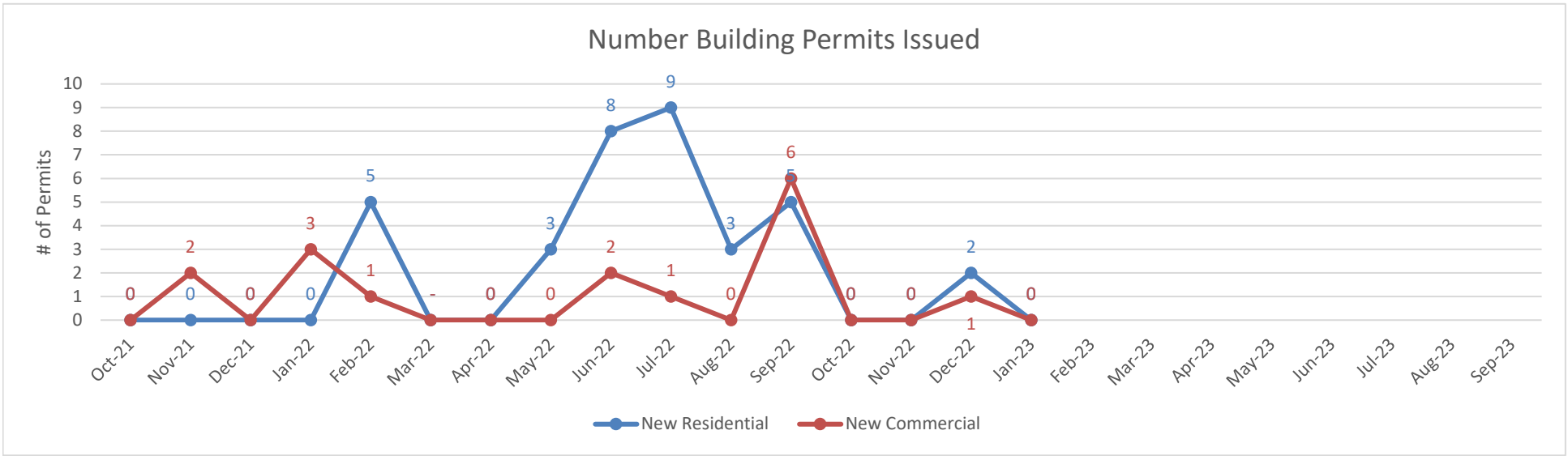
		Notes:
27	53	
4	6	
2	12	
	5	

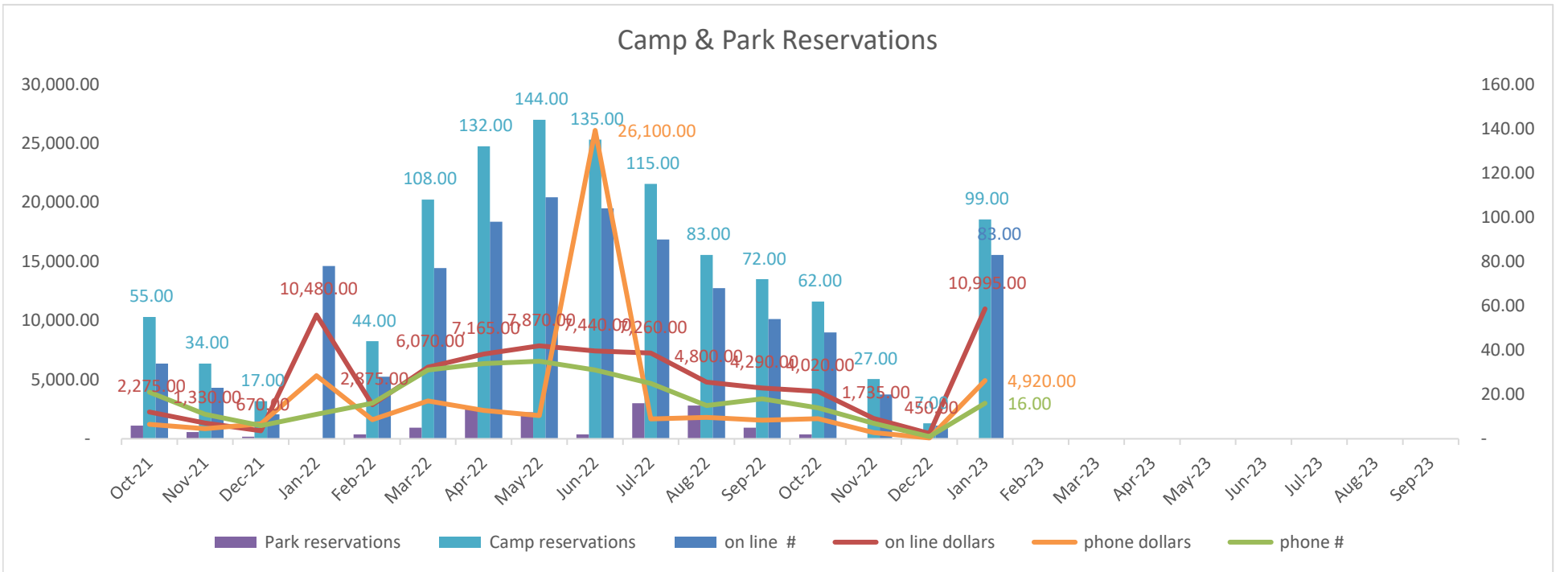
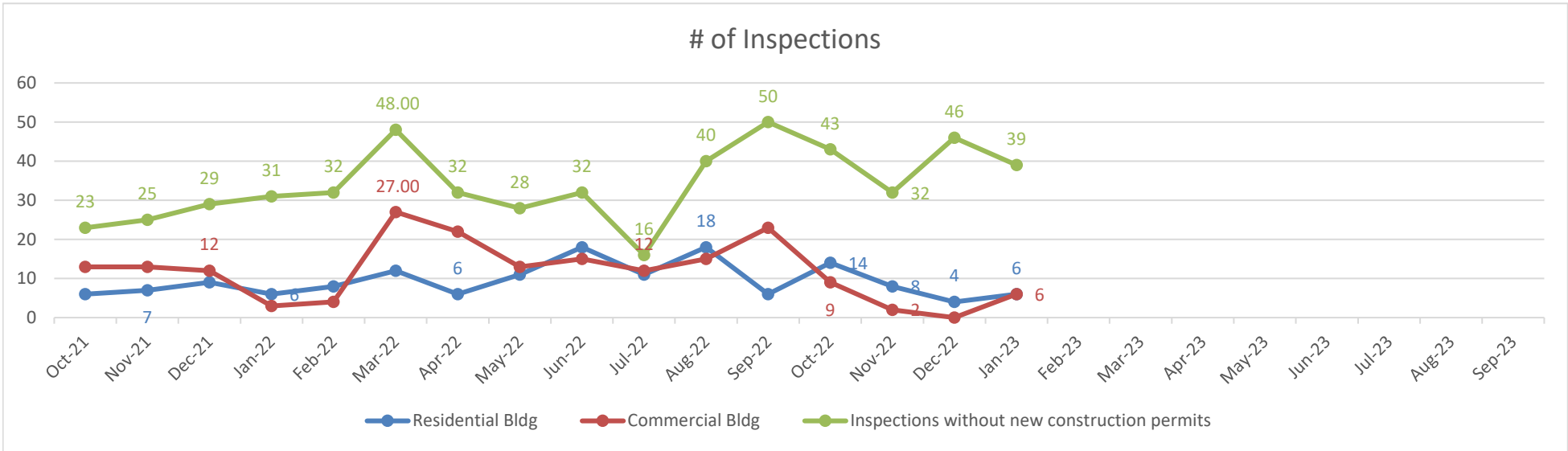
Utility Billing

- CONCERN
- Park Reservations
- Permits
- Reads
- Meter Turn on/Turn off
- Account setups- new/transfer/ disconnect
- Biling questions
- AMI Meter repairs/ replacements

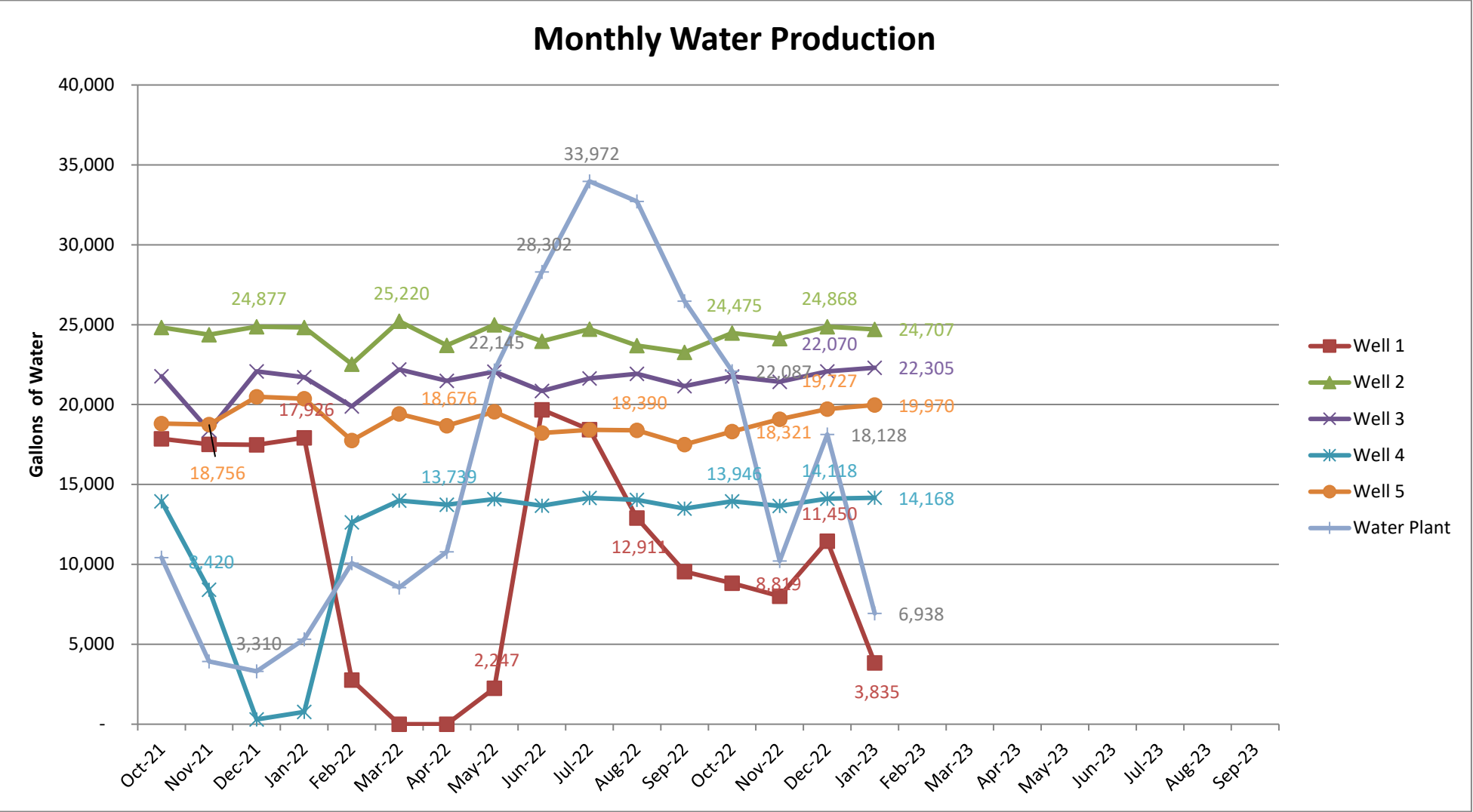
Totals

		Notes:
	0	
	0	
	0	
22	83	
	0	
	1	
24	95	
264	820	



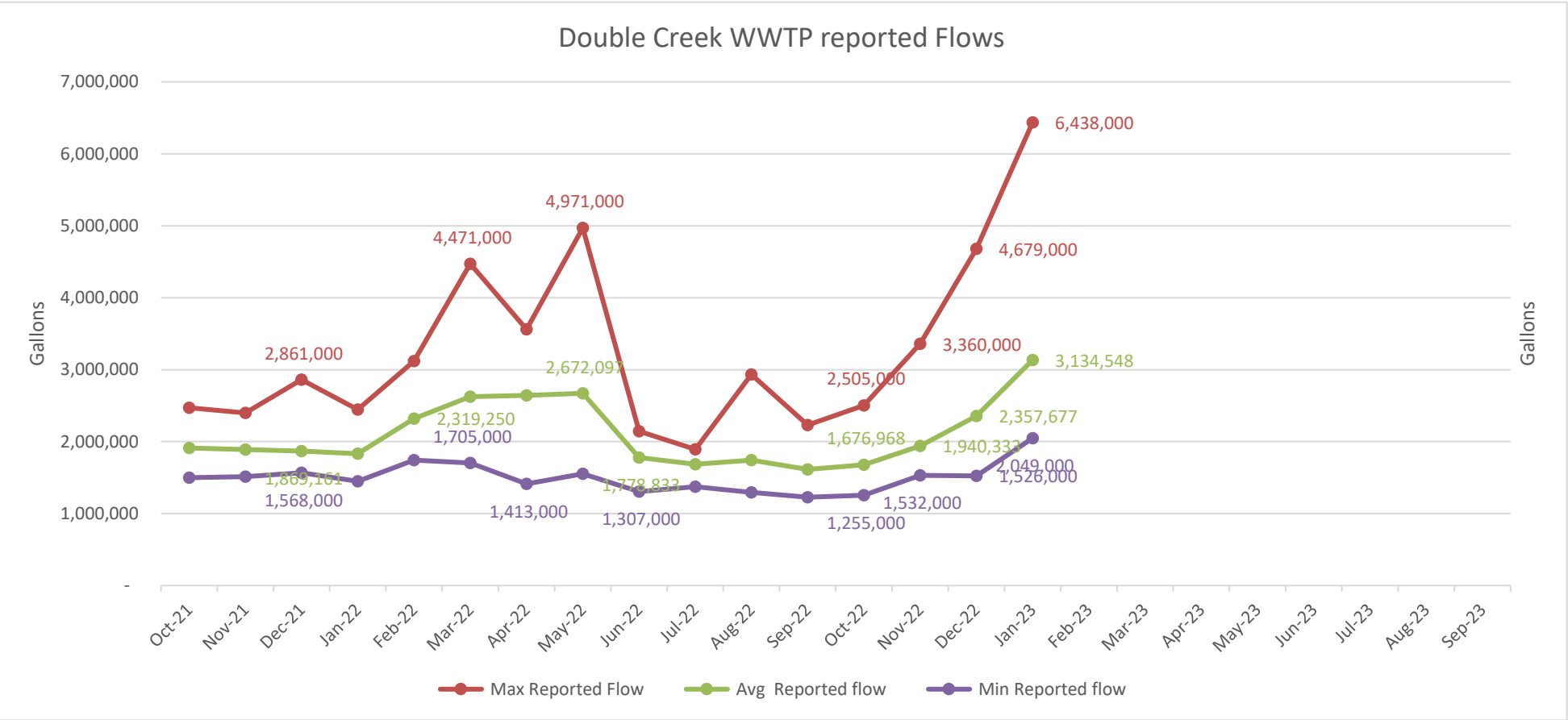


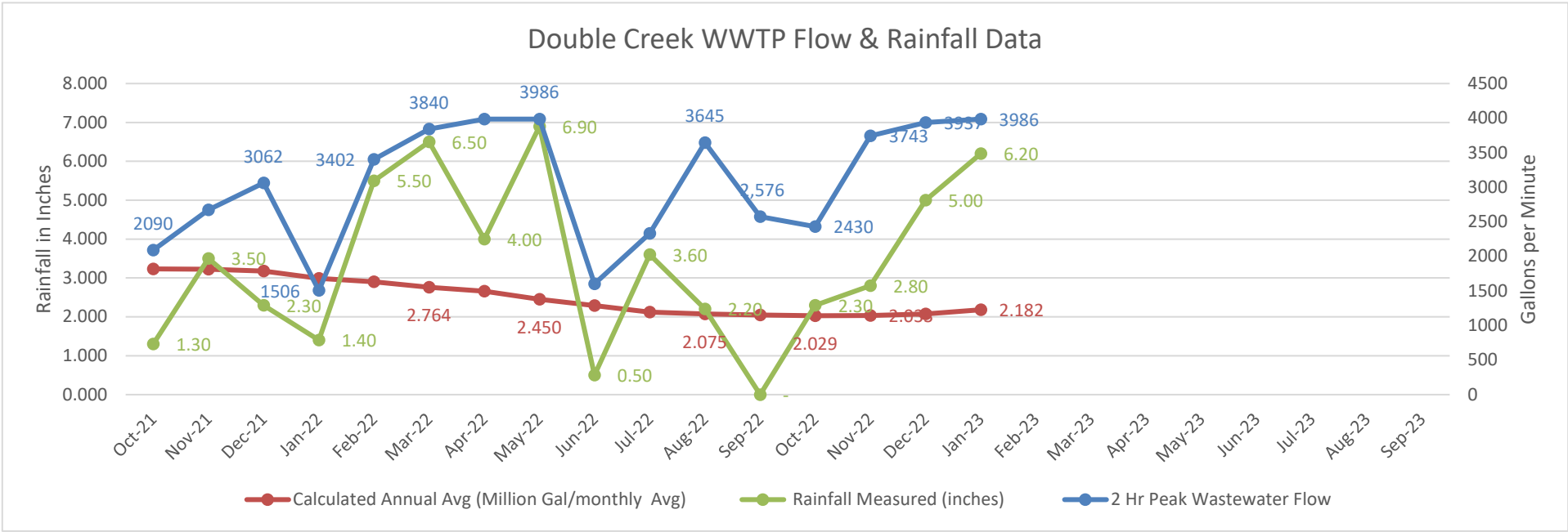
Monthly Water Production



** information from Water Plant Daily Production Logs

Wastewater:

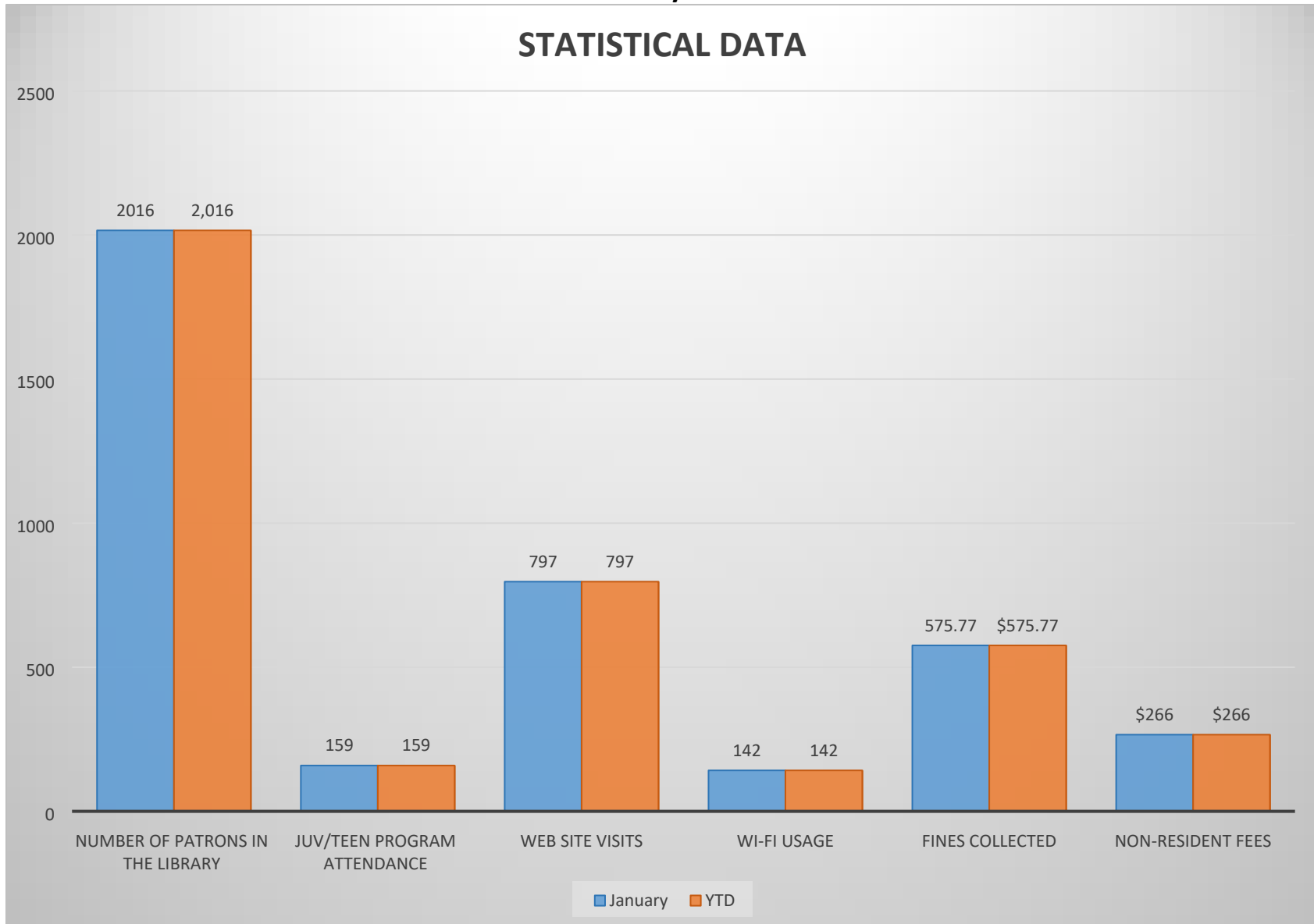




** information from WasteWater Plant Daily Log Reports

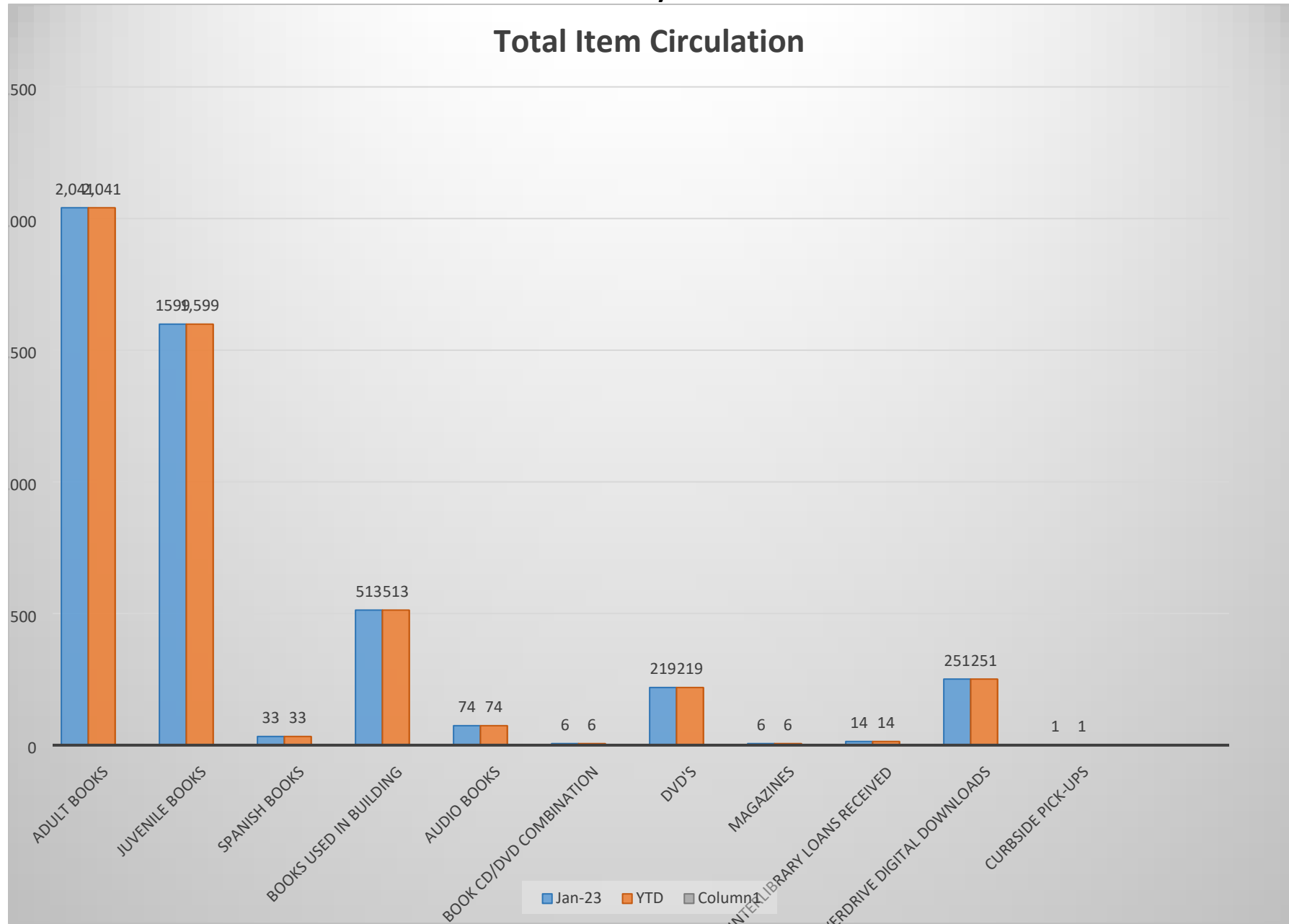
CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
January 2023

STATISTICAL DATA



CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
January 2023

Total Item Circulation



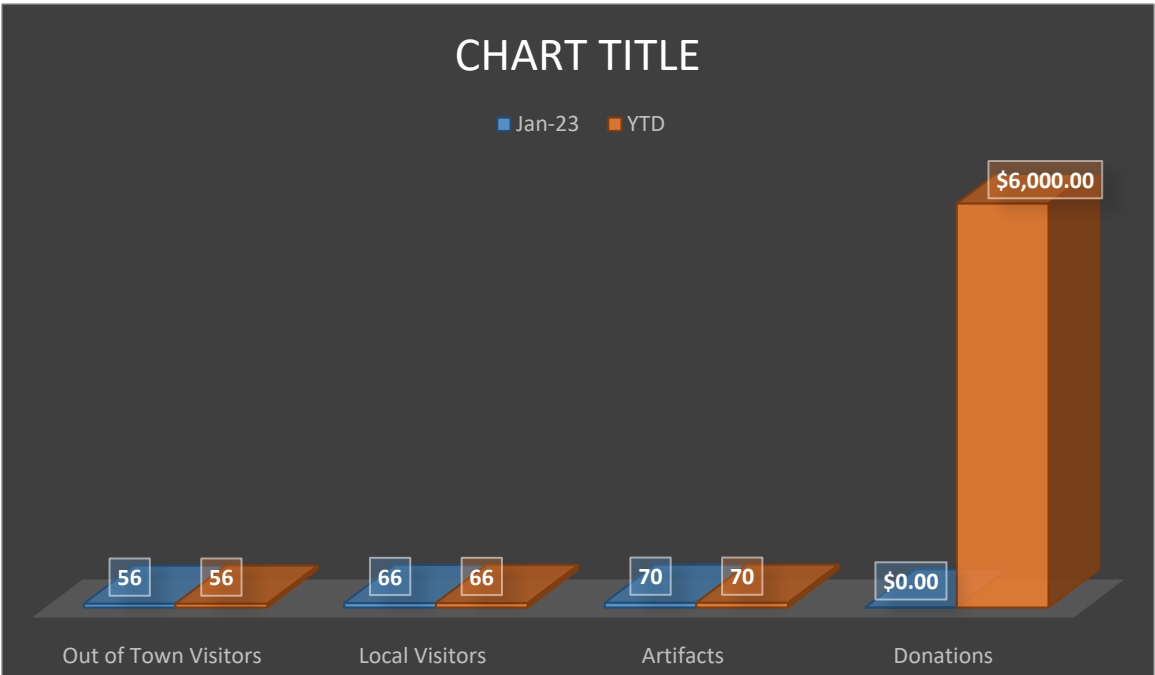
**CITY OF JACKSONVILLE
PUBLIC LIBRARY
MONTHLY REPORT
January 2023**

Items provided to other libraries through Interlibrary Loan: 25 monthly / YTD 25 total.

Book and DVD gifts to the library for the month of January: 50 items / YTD 50 items.

The data for this report was gathered on February 06, 2022.

CITY OF JACKSONVILLE
Vanishing Texana Museum
MONTHLY REPORT
January 2023



Jan 2022 total museum visitors - 112

Artifacts inventory for Jan = 84

Artifacts loaned for Jan= 0